



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 25 January 2022, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Bull (Chair); Cllr Beach; Cllr Covell; Cllr Cracknell; Cllr Dibben; Cllr Felstead; Cllr Fryer; Cllr Goulder; Cllr Gray; Cllr Heinrich; Cllr Hester; Cllr Murphy; Cllr Sims; Cllr Spall; Cllr Wright;

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

County Councillors: Cllr Shires; Cllr Penfold

Town Clerk: Ms J Shields

Members of Public: None

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Cllr Shaw (work);

2. DECLARATIONS OF INTEREST

Personal interests: Cllr Gray 'item 8.5' – grant Selina's Space; Cllr Murphy 'item 8.6' – grant Childrens Day; Cllr Wright & Cllr Hester 'item 8.7' – grant 1381 event;

Cllr Hester and Cllr Wright have asked and received a dispensation to speak on 'item 8.7' – grant for 1381 event but not to take part in the voting process

Pecuniary interests: Cllr Felstead & Cllr Hester 'item 14.2' – Staffing Matters

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 14 December 2021 – emailed with Agenda

As proposed by Cllr Sims and seconded by Cllr Spall, it was **RESOLVED** that the minutes of the Council Meeting held on 14 December 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)

No members of the public were present

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

6.1. Police

6.2. District Councillors

6.3. County Councillors

Signed.....

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

7.1. To consider costs for Cemetery kerbing and tarmacing, deferred from Oct meeting

Deferred to the next meeting to separate the quotes for kerbing and tarmacing

7.2. To consider costs for Cemetery markers, deferred from Oct meeting

It was discussed that the markers had to be specially made and the quote was from an approved regular supplier

As proposed by Cllr Sims and seconded by Cllr Heinrich, it was **RESOLVED to approve the quote from N Hindle**

7.3. To consider costs for new gate at Trackside Park for easy entry to the skatepark as agreed 14.12.21

It was discussed that this was a good price quote and needed urgently, installation should be before the middle of February when the skate park is due to open

As proposed by Cllr Sims and seconded by Cllr Felstead, it was **RESOLVED to approve the quote from JA Plant hire**

7.4. To consider dog signs at the Cemeteries

It was discussed that the 'Please keep dogs off grassed areas' signs agreed by D&A Feb 21, is in direct conflict with our Cemetery Rules and Regs and a bit harsh, it was believed a lot of people wanted to take dogs to visit graves, an email complaint on this had been received

As proposed by Cllr Cracknell and seconded by Cllr Spall, it was **RESOLVED to remove the 'keep dogs off grass' signs and install new signs saying keep on a short lead and under control, keep dogs off burial areas, clear up after you dog,**

7.5. To approve Financial Regulations (11.1 c) addition of approved suppliers (F&G)

The Finance Committee would like to recommend adding conditions for approved suppliers

'When the Council awards a contract under 10K, this can be awarded to an approved supplier without seeking 3 quotes, a list of these will be compiled and kept readily available. To qualify as an approved supplier previous works will need to be satisfactorily completed and public liability insurance will need to be in place. Any new contractors wanting to be considered as an approved supplier must supply 2 references and being a member of a trade body would be an advantage. (Finance minutes 11.11.21, item 5)'

As proposed by Cllr Cracknell and seconded by Cllr Murphy, it was **RESOLVED to approve the addition of 11.1c (above) to the Financial Regulations, but to change amount to under £5K**

7.6. To consider CCTV at the Vehicle Compound (D&A)

It was discussed that only 2 cameras were needed 1 inside and 1 outside and maybe an alarm system. New quotes to be requested

7.7. To consider digital notice board in Town (MG)

It was discussed that this was a move forwards for the town, information would be able to be uploaded remotely on the board. Sites suggested – 'the Phoenix Group' and 'the Cedars' both being central for residents

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As proposed by Cllr Gray and seconded by Cllr Sims, it was **RESOLVED** to agree to order a digital notice board for both locations

7.8. To consider writing to Highways to request red lines on Major Routes (RS)

It was discussed that this wasn't possible in a town, so to amend the motion to

To arrange a meeting with Highway's enforcement team to discuss (RS)

As proposed by Cllr Sims and seconded by Cllr Cracknell, it was **RESOLVED** for Cllr Shires to email highways for a paper trail and to arrange a meeting to discuss any possibilities

7.9. To consider dissolving the Planning Committee

Planning is currently emailed to 8 Committee members and members of the application ward, this would change to - email all Councillors who would respond to all, only if they had an objection
A vote was taken 7-For and 6-Against. It was **RESOLVED** to dissolve the Planning Committee, email applications to all Councillors and upload responses to the portal as NWTC consultees

7.10. To consider formation of a Market Committee to replace the Market Working Group (D&A)

It was decided to have 7 Council members on the Market Committee and arrange a meeting asap
As proposed by Cllr Murphy and seconded by Cllr Felstead it was **RESOLVED** to approve nominations from:- Cllr Hester; Cllr Murphy; Cllr Bull; Cllr Spall; Cllr Gray; Cllr Dibben; Cllr Wright

7.11. To consider recognition of Matt Smith's efforts on the skate park (D&A)

It was discussed to recognise all members of NW Play group as they all played a part in the process
As proposed by Cllr Felstead and seconded by Cllr Gray, it was **RESOLVED** to award them the Community Group Award which was created in memory of Helen Gotts, July 2021

7.12. To consider external representatives for:-

- **Safer Neighbourhood Action Panel**
There is already a Councillor representative on the SNAP panel so another is not necessary
- **North Norfolk Town & Parish Forum**
It was decided to defer this until the Annual meeting in May

8. FINANCE

8.1. To approve income and expenditure for December 2021

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

8.2. To approve expenditure up to 18 January 2022

As proposed by Cllr Murphy and seconded by Cllr Spall, it was **RESOLVED** to approve expenditure up to 18 January 2022

8.3. To receive scrutineer report Qtr 3, Oct 21-Dec 21

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8.4. To receive comparison of Actual & Estimates Qtr 3, Oct 21-Dec 21

8.5. To consider grant for 'Selina's Space' - £1,000, towards a wellbeing area for children to retreat

It was discussed that this would be installed in memory of an amazing young lady

As proposed by Cllr Murphy and seconded by Cllr Hester, it was **RESOLVED** to approve a grant of **£1,000**

8.6. To consider grant for 'Children's Day' - £750 towards hiring attractions for families

It was discussed that this is an annual event available to all the Towns residents

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

8.7. To consider grant for '1381' event - £5,000 towards the annual event

It was discussed that in 2019 £5,000 was awarded and although expenditure was incurred setting up workshops' cancellation was made due to covid. As yet no more funding has been secured for this year. It was decided not to approve at this time and defer until additional funding had been secured and then it can be reconsidered

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1. Attendance % sheet (attached)

9.2. Compliment from a member of the public

9.3. Clerk's decisions November 21 (attached)

9.3.1 Insurance for Pavilion following cancellation by present insurers - Clerk & Chair, Fin Reg 4.5

10. UPDATES

10.1. Taking over footpath responsibilities at Trackside

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

11.1. Development & Amenities – 4 January 2022

11.2. Media & Information – 11 January 2022

11.3. Personnel – 18 January 2022

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

- Costs for kerbstones at North/South Cemetery
- Costs for tarmacing at North/South Cemetery
- To consider Remembrance Day Parade including costs, deferred from Oct meeting (GB)
- To find out what services local businesses provide and if they would like considering as approved suppliers, to pass to M&I Committee

13. DATES OF FORTHCOMING MEETINGS AND EVENTS

13.1. Personnel – Monday 7 February 2022, 18.30, at 18 Kings Arms Street

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13.2. Development & Amenities – Tuesday 8 February 2022, 18.00, at 18 Kings Arms Street

13.3. Finance & Grants – Thursday 10 February 2022, 18.30, at 18 Kings Arms Street

13.4. Full Council – Tuesday 22 February 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. To discuss the War Memorial Park Pavilion following re-valuation

Cllr Felstead and Cllr Hester were asked to leave the meeting under the code of conduct, having a Pecuniary Interest in 'Staffing Matters'

14.2. Staffing Matters – recommended by Personnel Committee

14.2.1 Cost savings – Staff have emailed cost saving ideas to the Personnel committee

As proposed by Cllr Gray and seconded by Cllr Spall, it was **RESOLVED to agree for Personnel to move forwards with the cost saving ideas suggested and evaluate savings and recommend to relevant Committees or Council as required**

The meeting closed at 20.00

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