



# NORTH WALSHAM TOWN COUNCIL

## Council Meeting – Tuesday, 29 March 2022

Published: 24 March 2022

Time: 18.30

Place: 18 Kings Arms Street, North Walsham NR28 9JX

Councillors are hereby summoned to attend the above meeting of the Council.

All members of the public and press are welcome to attend and are allowed to address the Council during our Public Participation Forum (item 5) but are not permitted to take part in any of the debates.

*J. Shields*

Julie Shields  
Town Clerk

### Councillors must fulfil the duties of the following Nolan Principles

**Selflessness** - decisions solely in public interest

**Accountability** - submit to scrutiny for all decisions

**Integrity** - not make decisions for financial gain

**Leadership** - promote these principles & challenge poor behaviour

**Objectivity** - decide without discrimination or bias

**Openness** - give reasons for decisions made

**Honesty** - be truthful & declare private interests

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## AGENDA

Standing Orders: 1a-Motions shall be considered in the order they appear unless changed at the discretion of the Chair; 1p-A point of order shall identify the standing order that has been breached; 3v-'Quorate' is at least one third of the Whole Council (6); 3x-The meeting should not exceed 2hrs; 7a-A resolution cannot be reversed within six months except by a special motion; 7b-No item shall be moved at a meeting unless it is on the agenda;

1. **APOLOGIES FOR ABSENCE** - any apologies received by the Proper Officer for absence
2. **DECLARATIONS OF INTEREST** - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)  
To receive any pecuniary or personal interests and requests for dispensation
3. **TO APPROVE MINUTES OF PREVIOUS MEETING** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)  
To approve minutes of the Council meeting 22 February 2022
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES** - Decision/Action Log (Clerks report attached)
5. **PUBLIC FORUM** - (Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person; 3h-Questions do not require a response at this meeting)
6. **TO RECEIVE MONTHLY REPORTS** - available on NWTC website
  - 6.1. Police
  - 6.2. District Councillors
  - 6.3. County Councillors
7. **MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL**
  - 7.1. To consider actions over Market indenture
  - 7.2. To consider costs for tarmac North/South Cemetery
  - 7.3. To consider action for Manor Rd streetlights
  - 7.4. To consider new model Code of Conduct policy from Local Government Authority (LGA)

- 7.5. To approve siting of new play equipment at trackside park from s106 Permissions monies, and decide to keep or remove existing equipment
- 7.6. To consider costs for Platinum Jubilee Event (working group)
  - 7.6.1. Fire Beacon and fixings
  - 7.6.2. Fireworks
  - 7.6.3. Volunteers for Thursday 2 June & Sunday 5 June
- 7.7. To agree help with Sunday Markets – Councillors requested to volunteer for one month each
- 7.8. To consider applying to the Architectural Heritage Fund for Heritage Group feasibility grant (BW)
- 7.9. To consider contacting NCC, to see if streetlights can be left on all night (SG)

## **8. FINANCE**

- 8.1. To approve draft income since February 2022 Meeting
- 8.2. To approve draft expenditure for March, since February 2022 Meeting
- 8.3. To consider Insurance quotes for 2022/2023
- 8.4. To consider grant for 'Think Carers Big Bash' – £500, towards renting Community Centre & making recordings of stall holders

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

- 9.1. Councillor Attendance sheet for Meetings (attached)
- 9.2. Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair or Vice Chair, or Committee Chair within budget under £1,000; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)
  - 9.2.1. Bead Blasting Chapel Pews – historic repairs, agreed precept 19/20
  - 9.2.2. Craft Market and Kids trail jointly with HAZ – Saturday, 21 May, 9.00 -5.00

## **10. TO RECEIVE UPDATES**

- 10.1. Skatepark official opening day 18 June 2022, - 2 complaints have been received (attached)
- 10.2. Final External Auditor Report and Certificate for 2020/21 received from PKF Littlejohn
- 10.3. Revised SCP scales have been received for 21/22, backdated to Apr 21
- 10.4. Sainsburys wall adjacent to North/South Cemetery
- 10.5. Bylaws have been approved by secretary of state, next stage (advertising & revoking) to be started
- 10.6. Meet & Greet update (JB)

## **11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS - available on NWTC website**

- 11.1. Media & Information – Tuesday 8 March 2022
- 11.2. Market – Tuesday 15 March 2022
- 11.3. Personnel – Thursday 24 March 2022

## **12. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final. The deadline to accept items for the next agenda is 16.4.22)**

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

- 13.1. Markets – Tuesday 5 April 2022, 18.45, at 18 Kings Arms Street
- 13.2. Development & Amenities – Tuesday 12 April 2022, 18.30, at 18 Kings Arms Street
- 13.3. Annual Town Meeting – Thursday 14 April 2022, 18.30, at St Benet's Hall
- 13.4. Full Council – Tuesday 26 April 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 approve heads of terms for Cedar House
- 14.2. Staffing Matters – recommended by Personnel