



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 29 March 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 Golder; Cllr Gray; Cllr Heinrich; Cllr Hester; Cllr Murphy; Cllr Sims; Cllr Spall; Cllr Wright;

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

**County Councillors:** Cllr Shires; Cllr Penfold;

**Town Clerk:** Ms J Shields

**Members of Public:** 0

The meeting opened at 18.30

### 1. APOLOGIES FOR ABSENCE

Cllr Shaw (Work)

### 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)

Personal interests: None

Pecuniary interests: None

### 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)

#### 3.1. To approve minutes of the Council meeting 22 February 2022

As proposed by Cllr Heinrich and seconded by Cllr Sims, it was **RESOLVED** that the minutes of the Council Meeting held on 22 February 2022 be agreed as an accurate record

### 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)

No members of public present

### 6. TO RECEIVE DISTRICT & COUNTY 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

It was discussed that we need clarification of the 1914 indenture, and what rights it entitles us to

Signed: .....

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As proposed by Cllr Bull and seconded by Cllr Sims, it was **RESOLVED** to seek legal advice to clarify the towns ownership of complete market rights and the frequency of the entitlement

**7.2. To consider costs for tarmacing North/South Cemetery**

It was discussed that the quote had gone up £3K since the original October quote

As proposed by Cllr Sims and seconded by Cllr Heinrich, it was **RESOLVED** to accept the quote from MW Surfacing to tarmac the North/South Cemetery

**7.3. To consider action for Manor Rd Streetlights**

It was discussed that as we have removed other streetlights on Manor Rd, that these should be removed rather just than replacing the damaged one, which could be damaged again, and to contact residents for their opinions

As proposed by Cllr Hester and seconded by Cllr Murphy, it was **RESOLVED** to seek residents' opinions for 'replace' or 'remove'

**7.4. To consider new model 'Code of Conduct' policy from Local Government Authority (LGA)**

It was discussed that no-one had any problems with this, it's in plain English and a good model

As proposed by Cllr Wright and seconded by Cllr Golder, it was **RESOLVED** to adopt the new LGA model Code of Conduct

**7.5. To consider siting of new play equipment at trackside park from s106 Permissions monies, and decide to keep or remove existing equipment**

It was discussed to remove the old equipment as its tired and dated and to site the new equipment starting halfway down the park, and closer to the railway line so as to avoid the dog park gates

As proposed by Cllr Felstead and seconded by Cllr Murphy, it was **RESOLVED** to approve installing the new play equipment starting at the dog park corner adjacent to railway line and keep between this and the dog park gate. Remove the old equipment

**7.6. To consider costs for Platinum Jubilee Event**

**7.6.1. Fire Beacon and fixings**

It was decided to go for the half size beacon, so it would be available to use not only for this Jubilee event but for future events. All towns and parishes are going to be lighting a beacon for the Queen's Jubilee

As proposed by Cllr Hester and seconded by Cllr Gray, it was **RESOLVED** to wait until Monday for expected quotes and then spend up to £1,255

**7.6.2. Fireworks**

These will be on Thursday 2 June in the Memorial Park, after the lighting of the Fire Beacon

As proposed by Cllr Sims and seconded by Cllr Gray, it was **RESOLVED** to accept the quote for fireworks of £2,500

**7.6.3. Volunteers for Thursday 2 June and Saturday 5 June**

It was discussed that all activities are completely free, and volunteers are needed for the stalls. A rota will be drawn up at the next Platinum Jubilee meeting with time slots of exactly what is needed



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- 7.7. To agree help with Sunday Markets** – Councillors are requested to volunteer for monthly markets  
It was discussed that the Manager wants help with the barriers while he manages stall set up  
As proposed by Cllr Gray and seconded by Cllr Heinrich, it was **RESOLVED to refer this back to the Markets Committee to arrange better organisation and a draw up a plan of where the stalls go**
- 7.8. To consider applying to Architectural Heritage Fund for Heritage Group feasibility grant** (BW)  
The draft application prepared by Councillor Wright was agreed  
As proposed by Cllr Bull and seconded by Cllr Gray, it was **RESOLVED to submit to the AHF**
- 7.9. To consider contacting NCC, regarding streetlights being left on all night** (SG)  
It was discussed that the streetlights are all off by 23:45 and cars on Chestnut Avenue are being keyed, this area is really dark, and the perpetrators can't be recognised  
As proposed by Cllr Golder and seconded by Cllr Murphy, it was **RESOLVED to construct a letter requesting the streetlights at the bottom of Brick Kiln to be left on all night and send to NCC**

### 8. FINANCE

- 8.1. To approve draft income since February 2022 Meeting**  
As proposed by Cllr Gray and seconded by Cllr Spall, it was **RESOLVED to approve draft income since February 2022 meeting**
- 8.2. To approve draft expenditure since February 2022 Meeting**  
As proposed by Cllr Gray and seconded by Cllr Felstead, it was **RESOLVED to approve draft expenditure since February 2022 meeting**
- 8.3. To consider insurance quote for 2022/23**  
As proposed by Cllr Felstead and seconded by Cllr Murphy, it was **RESOLVED to approve insurance quote from Gallagher for year 2022/23**
- 8.4. To consider grant for 'Think Carers Big Bash' – £500, towards renting the Community Centre & making video recordings of stall holders**  
It was discussed to request more information and clarification of what the money is to be spent on, and add to next agenda  
Cllr Heinrich Abstained

### 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

Signed: .....

Date: ..... 26/4/2022 .....



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### 10. UPDATES

- 10.1. Skatepark official opening day 18 June 2022. EMP is going to D&A and a TENS has been applied for. 2 complaints have been received (attached), defer these to D&A to be discussed
- 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 – we have agreed to pay £500 for the licence to be able to take this wall out to improve pedestrian safety and visibility
- 10.5. Bylaws have been approved by Secretary of State, next stage (advertising & revoking) to be started – need to go in a newspaper
- 10.6. Meet & Greet update (JB) - it was agreed to have the first meet & greet on 2.5.22 at the Childrens Day event. It was also agreed to try individual events as well as linking onto other events, to see how they work. Printed information to be handed out, volunteer's slots (2hrs) and dates to follow.

### 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)

- Think Carers Grant

### 13. DATES OF FORTHCOMING MEETINGS AND EVENTS

- 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


It was discussed that rooms are already agreed and Councillors only need to agree heads of terms  
As proposed by Cllr Gray and seconded by Cllr Sims, it was **RESOLVED to approve the heads of terms voted - For 9, Against 4, Chair to sign heads of terms**

Cllr Heinrich abstained

#### 14.2. Staffing Matters – recommended by Personnel      deferred

The meeting closed at 19.45

Signed: ..........

Date: ..........