



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 25 June 2024 at Cedar House, 3 New Road, North  
Walsham NR28 9DE

**Present:**

|                          |                     |                 |
|--------------------------|---------------------|-----------------|
| <b>Town Councillors:</b> | Cllr Wright (Chair) | Cllr Spall      |
|                          | Cllr Beach          | Cllr Dibben     |
|                          | Cllr Gray           | Cllr Heinrich   |
|                          | Cllr Covell         | Cllr Eastwick   |
|                          | Cllr Seward         | Cllr Ginbey     |
|                          | Cllr Hester         | Cllr Richardson |

**District Councillors:** Cllr Heinrich

**Town Clerk:** Wendy Murphy

**Beat Manager:** PC Alex Barnes

**Members of Public:** None

The meeting opened at 18.30.

**1. APOLOGIES FOR ABSENCE**

Cllr Shires, Cllr Bunton

**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

Dispensation: None

Pecuniary interests: None

**3. TO APPROVE MINUTES OF PREVIOUS MEETINGS** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

Cllr Beach confirmed that the Bus Shelter discussion was not on the minutes. The Clerk will amend the minutes and bring back to the next meeting for

**4. TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**

Clerks Report/Action Log

The Clerk confirmed that the Accessibility statement will be looked into. The Clerk confirmed that the Health and Safety advisor has advised that all doors at Cedar House should be self-closing mechanisms on them. She will be following this up with NNDC as well as a Fire Door on the Kitchen. There have been no items added to the Action Log since October 2023

**5. TO RECEIVE MAYOR'S ANNOUNCEMENTS**

Cllr Wright confirmed that he had been to the Cottage Hospital for the centenary and had attended the North Walsham Carnival. His Charities for 2024/2025 will be the same as last year, Benjamin Foundation and North Walsham Dementia Support Group.

Signed: .....

Date: .....



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### 6. TO RECEIVE UPDATES FROM INDIVIDUAL COUNCIL MEMBERS (for information only)

No updates received

### 7. OPEN FORUM, FOR PUBLIC PARTICIPATION

7.1 District Councillors – Nothing to report

7.2 County Councillors – Nothing to report

7.3 Police – PC Barnes confirmed that there had been a series of burglaries at the Industrial Estate where tools and copper theft had taken place. There had been an incident at Sainsburys garage and Morrisons store. There are several events coming up that the police will be attending. The police are concentrating on noisy vehicles on the bypass and there have been lots of Section 59 notices issued. (Anti-social behaviour for vehicles) They have received reports of vehicles driving through the Market Place who are not disabled. The signs are too high up. Cllr Shires has raised this matter with Highways. PC Barnes is aware of the electric scooters. The clerk will put the next SNAP meeting on the website.

7.4 Public - (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 Public attended

### 8. FINANCE

8.1 As proposed by Cllr Wright and seconded by Cllr Ginbey and all in favour it was **RESOLVED** to approve income since May meeting.

8.2 As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was **RESOLVED** to approve the expenditure since May meeting. The clerk confirmed that she would set up read only access to Scribe Accounts.

### 9. TO RECEIVE AN UPDATE ON THE ROCKING HORSE

Cllr Covell confirmed that things were progressing with the rocking horse, and he will be making contact with the other people helping to do this and when he has an update, he will let the clerk know.

### 10. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

#### 10.1 Correspondence

None received

10.2 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)

The clerk authorised a payment to Asco for £660.00 for a vacuum tanker with a small jetter and a CCTV unit to investigate why the bowls are filling up with water at the skatepark.

### 11. COMMITTEES

11.1 To receive and agree recommendations from the Finance Committee

a) Grants will be reviewed at each meeting

b) The delegated amount for the Clerk/RFO decision to be increased to £1,500 in consultation with the Mayor, Deputy Mayor, Chair of Committee and Chair of Finance Committee.

c) The Bus Shelter – this will be a recommendation on the minutes 17<sup>th</sup> June 2024 from the RFO that will be presented at the next Full Council Meeting 30<sup>th</sup> July 2024.

d) To agree times for the Finance Meetings.

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Cllr Heinrich left the meeting

### **12. TO DISCUSS MARKETS AND M & I COMMITTEES AND MAKE ANY DECISION**

A proposal was put forward by Cllr Gray that Market and M & I to be disbanded and an Events Working Group be formed to cover Markets M & I and Tourism. This was seconded by Cllr Eastwick and only 2 councillors voted for this. Therefore, it was proposed that a committee be formed as proposed by Cllr Wright and seconded by Cllr Ginbey, 5 Councillors voted, the rest of the council did not vote either way. As this was not a majority vote the motion will be deferred until the next Full Council meeting.

### **13. TO APPOINT MEMBERS TO ANY VACANT POSITIONS ON COMMITTEES**

As proposed by Cllr Wright and seconded by Cllr Ginbey and all in favour it was AGREED FOR Cllr Richardson to go onto the Development & Amenities committee.

### **14. TO MAKE A DECISION ON THE CLEANING OF CEDAR HOUSE**

As proposed by Cllr Gray and seconded by Cllr Wright and all in favour it was RESOLVED to accept the cleaning quote £550.00 from Barnet Cleaning Services for the communal area for Cedar House. The office staff will clean the office themselves. The windows will be £70.00 every 3 months with each office paying their share.

### **15. TO RECEIVE A REPORT ON FUNDAY AND MAKE ANY DECISIONS**

The Clerk confirmed that she had received a cheque for £1000.00 for a damage deposit. This will be destroyed if there is no damage. A North Norfolk District Council EMP has been received and they will look at doing the Town Council EMP next month. A check has been done by the Clerk for the setting up of the Fun Fair and she will make sure a donation is made by the Fun Fair for the use of the electricity and the rest to go towards the Mayors Charity Fund.

### **16. TO RECEIVE A REPORT ON THE GROUND INVESTIGATION AT LAND NORTH OF CROMER ROAD AND MAKE ANY DECISION**

The bore hole investigation went down 19 meters, and no water was found. The report will be sent to CPS to be incorporated into their report. This can then be submitted to NNDC planning. Cllr Wright confirmed that he thought the ground would be suitable for burials. A meeting will be arranged with Highways to have a site visit to discuss accessibility.

### **17. TO RECEIVE THE TOWN CLERKS REPORT**

The Fountain has been cleaned and a legionnaires test will be done so that this can be turned back on. CCTV has all been done. With a camera in the office and one on the carpark at Cedar House The plaque is waiting to be installed.

The Skate Park has been cleaned and the all offensive graffiti has been removed.

Playground inspection reports have been received and will be taken to D & A Committee.

Monthly inspection reports will be done on the Pavilion.

The Parks Charity Account is being updated.



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**18. 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.

Bus Shelter

Park Lane Bus Shelter

**19. DATES OF FORTHCOMING MEETINGS**

Personnel 2<sup>nd</sup> July 2024

Development & Amenities 16<sup>th</sup> July 2024

Full Council 30<sup>th</sup> July 2024

**The meeting closed at 19.42**

DRAFT