



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 30th July 2024 at Cedar House, 3 New Road, North
Walsham NR28 9DE

Present:

Town Councillors:	Cllr Wright (Chair)	Cllr Spall	Cllr Shires
	Cllr Beach	Cllr Dibben	Cllr Bunton
	Cllr Gray	Cllr Heinrich	Cllr Brand
	Cllr Covell	Cllr Eastwick	
	Cllr Seward	Cllr Ginbey	
	Cllr Hester	Cllr Richardson	

District Councillors: Cllr Heinrich, Cllr Shires

County Councillor: Cllr Saul Penfold

Town Clerk: Wendy Murphy

Members of Public: 4

The meeting opened at 18.30.

1. APOLOGIES FOR ABSENCE

No apologies

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: Cllr Shires 9,16,17,18,23 Cllr Heinrich 23 Cllr Seward 17 Cllr Brand 23 Cllr Gray 8.1
Cllr Bunton 9 Cllr Eastwick 20 Cllr Wright 81

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 Wright asked for clarification to be sought for item 12. The 21st May 2024 and 25th June 2024 minutes will then be signed at the next Full Council Meeting.

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

Clerks Report/Action Log

The Clerks confirmed that the uplighters at the Market Cross are being installed. A Legionnaires report will be done at the water fountain. Fire catches have been installed on all the Fire doors at Cedar House. The Clerk is still investigating the Fire door on the kitchen. Dog Poo bin will be placed on Hornbeam Road. The Park Lane bus shelter will be ordered and replaced. The soakaway at the Skatepark is being investigated. The Community Benches have been installed at different areas by NNDC. This will either be returned or replaced by NNDC. The Action Log was discussed and updated.

Signed:

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5. TO RECEIVE MAYOR'S ANNOUNCEMENTS

Mayors Cadet Sophie Lev will be accompanying The Mayor and The Deputy for all civic duties and any other duties as required

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

No updates received

7. OPEN FORUM, FOR PUBLIC PARTICIPATION

7.1 District Councillors – Cllr Shires confirmed that the HAZ report was received by the Oversees and Scrutiny committee. Cllr Beach confirmed that the yellow lines have been done down Manor Road School however one area has been missed. Cllr Shires confirmed she would look into this. Cllr Heinrich confirmed that the initial response had been received from the inspector regarding the Local Plan. He gave an update on the Norwich Road Development

7.2 County Councillors – Cllr Penfold confirmed that Worstead Festival was a great success. The County deal was discussed, and this is now on hold due to Government changes. Cllr Penfold has contacted Highways to have a meeting at the Market Place to discuss traffic coming through during restricted times. Grammer School Road Roundabout and Norwich Road work should be happening in the new year. Highways team have decided that yellow lines at Millfield Road will not happen. Cllr Shires confirmed that the Beat Managers have been very active in the Market Place stopping cars during restricted times to check disabled badges. There has been some work done to Weavers Way. Norfolk County Council are looking to remove the Minimum Income Guarantee amount that vulnerable people in our community are entitled to. Cllr Shires confirmed she does not support this decision.

7.3 Police – No Report

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) –

A member of public was concerned about parking down Hornbeam Road and the need for double yellow lines. This was discussed with Cllr Saul Penfold. Sophie Lev spoke on promoting the Mayors Cadet. A resident mentioned about Bleed Kits. The Clerk confirmed that she has had contact with a member of the public regarding this and she will chase this up.

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 June meeting. The clerk confirmed that she would check some of the transactions with the RFO as the receipt figures are not correct.

8.2 As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was **RESOLVED** to approve the expenditure since June meeting.

8.3 The up-to-date Budget Figures were received. Cllr Seward explained these figures and is awaiting a forecast for expenditure up to 31st March 2025. The Internal Auditor is due to do an interim Audit in September, and the Finance Committee will await her report and recommendations.

8.4 A detailed cost of Street Feast and Car Boot costs was received by the Council. The clerk confirmed that she has asked the RFO to cost wages against all areas. She also confirmed that she has asked the RFO to cost out the Precept as well.

8.5 A detailed summary of accounts was received.

8.6 The Clerk confirmed that she would look at getting read only access to scribe accounts for all councillors.

8.7 It was proposed by Cllr Dibben and seconded by Cllr Eastwick and all in favour to arrange for staff and councillors to have .gov.uk email addresses as recommended in the JPAG for Councils.

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9. TO RECEIVE DETAILS ON YELLOW LINES ALONG MILLFIELD ROAD AND MAKE ANY DECISIONS

Cllr Saul Penfold had already mentioned that the Highways team would not be able to do this. The Clerk will speak to Cllr Penfold to find out the exact reason why explain that there had been two near misses of accidents in the past week. She will then reply to the member of public who had raised this.

10. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

10.1 Correspondence

A letter has been received asking for a donation for a Summer Fayre. The Council do not give donations of this kind. A letter has also been received from Benjamin Trust Foundation asking for the Councils support in keeping this facility open. The Clerk will reply with the Councils support.

10.2 Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair / Deputy Chair or Committee Chair within budget under £1,000; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)

£266 has been made by the RFO to pay for an emergency street light removal on Coronation Walk.

11. COMMITTEES

11.1 To receive and agree recommendations from the Finance Committee

Policies – It was proposed by Cllr Hester and seconded by Cllr Seward and all in favour to accept the amended Finance Policies

TOR's – It was proposed by Cllr Seward and seconded by Cllr Dibben and all in favour to amend the quorate amount to 4

It was proposed by Cllr Dibben and seconded by Cllr Hester and all in favour to accept the following recommendations: -

Chairs and tables

ISO Container

Shredding contract

It was proposed by Cllr Seward and seconded by Cllr Hester and all in favour to accept the following recommendations: -

Bus Shelter

Card machine

11.2 To receive and agree recommendations from the Development and Amenities Committee

Polices – It was proposed by Cllr Hester and seconded by Cllr Wright and all in favour to accept the Polices

TOR's – It was proposed by Cllr Seward and seconded by Cllr Dibben with a majority vote to amend the quorate amount to 5

Changing of the name on the Memorial Arch – It was proposed by Cllr Wright and seconded by Cllr Shires for the name change to go back to the D & A Meeting to be discussed further.

11.3 To receive and agree recommendations from the Personnel Committee

It was agreed to move this to confidential matters



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

It was agreed to defer this Agenda item and refer back to the recording taken from previous council meetings to determine the exact wording that was proposed and discuss in September's Full Council

It was proposed by Cllr Hester and seconded by Cllr Wright and all in favour to suspend Standing Order item 3x (A Meeting should not exceed 2 Hours)

13. TO APPOINT MEMBERS TO ANY VACANT POSITIONS ON COMMITTEES

No further appointments made

14. TO RECEIVE A REPORT ON THURSDAY MARKET AND MAKE ANY DECISIONS

The report was received, and it was agreed to look further into this and the Clerk to undertake a survey with market traders.

15. TO AGREE TO CELEBRATE VE DAY 8th MAY 2025

As proposed by Cllr Wright and seconded by Cllr Dibben and all in favour it was agreed to celebrate VE Day

16. TO RECEIVE A LETTER FROM NORFOLK COUNTY COUNCIL – RNR 168 FIELD LANE

This was received and noted.

17. TO RECEIVE AND ACCEPT THE LICENCES FOR CHURCH SLOPE AND CEDAR HOUSE

As proposed by Cllr Wright and seconded by Cllr Seward it was RESOLVED to accept and sign the licence

18. TO RECEIVE AN UPDATE ON THE DROPPED KIRB ON HAPPISBURGH ROAD AND MAKE ANY DECISIONS ON HAVING THIS INSTALLED

Permission has been granted with conditions which the clerk is looking into. As proposed by Cllr Dibben and seconded by Cllr Beach and all in favour it was AGREED for the clerk to send Cllr Shires – County Councillor a request for funds for this project.

19. TO RECEIVE A LETTER FROM WHP TELECOMS AND MAKE ANY DECISIONS

Letter was received and noted. No decisions were needed

20. TO AGREE A QUOTE RECEIVED FOR A DEFIB ON THE PAVILLION.

It was proposed by Cllr Wright and seconded by Cllr Ginbey and all in favour to AGREE the quote for £1500 and ask a member of Round Table if they would fit this to the Pavilion.

21. TO RECEIVE A QUOTE FOR REPLACEMENT STREET LIGHT COLUMN ON CORONATION WALK AND MAKE ANY DECISIONS.

As proposed by Cllr Hester and seconded by Cllr Wright and all in favour it was AGREED to accept the quote of £2,200 for the replacement of the Street Light column.



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22. TO AGREE NEXT STEPS FOR THE NEIGHBOURHOOD PLAN, THE BOUNDARY HAS BEEN APPROVED BY NNDC

This was deferred to the next meeting

23. TO DISCUSS AND AGREE RESPONSE FOR PLANNING APPLICATION PO/20/1251 FORMER SPORTS GROUND.

As proposed by Cllr Wright and seconded by Cllr Hester and with a majority vote and Cllr Henrich and Cllr Shires abstaining it was AGREED to OBJECT to this planning application with the same comments that was made on the Town Councils previous OBJECTION.

24. 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.

War Memorial Park Charity

25. DATES OF FORTHCOMING MEETINGS

Development & Amenities 17th September 2024 18.30

Finance 20th September 2024 18.00

Full Council 24th September 2024 18.30

Personnel 2nd October 2024 18.30

26. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR CONFIDENTIAL MATTERS

To receive and agree recommendations from the Personnel Committee

Polices – As proposed by Cllr Gray and seconded by Cllr Dibben and all in favour it was AGREED that formal grievances from staff members can be investigated by any appointed Town Councillor or Town Clerk.

As proposed by Cllr Gray and seconded by Cllr Wright and all in favour it was AGREED that a meeting should take place within 5-10 working days as stated on the ACAS Website.

As proposed by Cllr Wright and seconded by Cllr Ginbey it was AGREED that all Councillor training should be strongly recommended.

TOR's – As proposed by Cllr Eastwick and seconded by Cllr Brand and with a majority vote it was AGREED to change the quorate from 3 to 4

The meeting closed at 20.45