



NORTH WALSHAM TOWN COUNCIL

Council Meeting – Tuesday 24th June 2025

Published: 19.06.25

Time: 18.30

Place: Cedar House, 3 New Road, North Walsham NR28 9DE

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 6) but are not permitted to take part in any of the debates.

Wendy Murphy
Town Clerk

The Council have signed the 'Civility in Public Life Pledge' agreeing no intimidation, abuse, or harassment
Councillors must fulfil the duties of the following Nolan Principles

Selflessness - decisions solely in public interest **Objectivity** - decide without discrimination or bias

Accountability - submit to scrutiny for all decisions **Openness** - give reasons for decisions made

Integrity - not make decisions for financial gain **Honesty** - be truthful & declare private interests

Leadership - promote these principles & challenge poor behaviour

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** - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)
2. **DECLARATIONS OF INTERESTS & REQUESTS FOR DISPENSATIONS** - (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)
3. **MINUTES** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)
To receive and approve the minutes of the Annual Council meeting 27th May 2025 and Extra Ordinary Meeting 11th June 2025
4. **TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**
Clerks Report/Matters arising
5. **TO RECEIVE MAYOR'S ANNOUNCEMENTS**
6. **OPEN FORUM FOR PUBLIC PARTICIPATION**
 - 6.1. District Councillors
 - 6.2. County Councillors

- 6.3. Police
- 6.4. North Walsham Rugby Club
- 6.5. 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)

7. FINANCE

- 8.1 To approve expenditure since May meeting.
- 8.2 To receive Bank Reconciliation up to 31/05/2025
- 8.3 To receive a summary of Receipts and Payments
- 8.4 To receive an update from the Finance Committee and agree any recommendations

8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 8.1. Correspondence:
 - Email regarding flying flags.
 - Correspondence regarding shop front conditions in Market Place.
- 8.2. Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair / Deputy Chair or Committee Chair within budget under £1,500; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)

9. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 29TH April 2025

PF/25/0896 – Cherry Tree – updates from May meeting
PF/25/1222 – 15 Bluebell Road
RV/25/1199 – 34 Happisburgh Road

10. TO AGREE TO DISBAND PERSONNEL COMMITTEE AND THE INTRODUCTION OF A STAFFING COMMITTEE AS AND WHEN REQUIRED

11. TO REVIEW POLICIES

- 11.1 Training & Development – Acas model adopted 26.11.19
- 11.2 Pension Policy – Norfolk Pension Fund model
- 11.3 Community Engagement Policy
- 11.4 Press & Social Media Policy
- 11.5 Website Copyright Notice
- 11.6 Website Accessibility Statement
- 11.7 Mobile Device Policy
- 11.8 Personal Mobile Device Policy
- 11.9 Photograph Copyright Release
- 11.10 Use of Mobile Storage Devices
- 11.11 Information Security Incident Management Policy
- 11.12 Information Security

12. TO AGREE TO FORM A NEIGHBOURHOOD PLAN WORKING PARTY OR COMMITTEE AND ELECT INITIAL MEMBERS

13. TO REVIEW AND RE-APPOINT EXTERNAL GROUP AFFILIATIONS FOR 2025-2026

Regenerate North Walsham x1
Poors Allotment Charity x 2
Friends of Friesenreid Association x 2
Bittern Line Partnership x1
Safer Neighbourhood Action Panel (SNAP) x1
North Walsham in Bloom x1
Bluebell Pond Working Group
Mens Shed x1
Christmas Working Group

14. TO RECEIVE AND AGREE ON THE REMOVAL OF BINS BEHIND THE BUSINESS'S IN THE CHURCHYARD AND TO CREATE A COMMUNAL BIN LOCATION

15. TO AGREE TO FORM A STRATEGIC PLAN INCLUDING THE FORMATION OF ADVISORY COMMITTEE OR WORKING GROUP WITH TORS AND ELECT MEMBERS

This would focus on strategy, development, assets and risks.

16. TO AGREE THE COST FOR PLAYGROUND WORKS

17. TO AGREE FOR CADENT INSTALLATION OF GAS GOVERNOR AT TRACKSIDE PARK

18. TO AGREE TO THE COST OF REPLACING THE TOILETS AT THE PAVILION

19. TO APPROVE AGAR for 24/25

19.1. To approve AGAR for 24/25

19.1.1. Read out and approve Annual Governance Statement (Section 1)

19.1.2. Approve Accounting Statements (Section 2)

19.1.3. Accept AGAR Papers

19.2. To receive Internal audit report for 24/254 by Heelis & Lodge

20. 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)

21. DATES OF FORTHCOMING MEETINGS

Development & Amenities committee meeting – Tuesday 1st July 2025 6.30pm

Finance Committee – Tuesday 28th July 6.30PM

Full Council meeting – Tuesday 29th July 6.30PM

Recess – August

22. TO CONSIDER PASSING A RESOLUTION, IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS TO BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

To receive staff updates.

To receive confidential letters and make any decisions