

NORTH WALSHAM TOWN COUNCIL

MINUTES of the TOWN COUNCIL MEETING

held on 24th April 2018

Present:

Town Councillors Cllr Stuckey (Chair), Cllr E Addison, Cllr P Edge, Cllr R Harris, Cllr B Hester, Cllr J Melville, Cllr R Murphy, Cllr D Turner

District Councillor Cllr V Gay

Acting Town Clerk Ms J Shields **Deputy Town Clerk** Ms T Foster

Members of Public 0

The meeting opened at 19.00

1 DECLARATIONS OF INTEREST

Cllr E Addison - item 13a, Acting Town Clerk - item 13a

2 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr G Bull (Work), Cllr R Mooney (family matters), Cllr E Wheeler (family matters) Cllr F Choudhury (work), Cllr M Seward (holiday), Cllr J Witte (Work), Cllr A Fryer (family matters), Cllr R Sims (Resigned)

3 TO AGREE MINUTES OF PREVIOUS TOWN COUNCIL MEETING

As proposed by Cllr Murphy and seconded by Cllr Harris, it was **RESOLVED**

That the minutes of the meeting held on 27 March 2018 be agreed as a true record

4 TO ADJOURN THE MEETING FOR PUBLIC PARTICIPATION AND EXTERNAL REPORTS

As proposed by Cllr Harris and seconded by Cllr Murphy, it was **RESOLVED**

That the meeting be adjourned in accordance with the Public Bodies (Admission to Meetings) Act 1960 to permit public participation and external reports.

- **A verbal report was received from District Councillor V Gay regarding**
 - Kier waste contract ending 2019
 - Car park at the train station

- **Reports from Members of the Public**

No reports were received from members of the public

As proposed by Cllr Addison and seconded by Cllr Murphy, it was **RESOLVED**

That the meeting be reconvened

5 TO RECEIVE REPORT FROM THE TOWN MAYOR

The Town Mayor's verbal report included:-

- 15.4.18 – John Ward Civic Service at Thorpe St Andrew,
- 23.4.18 – Handing out rewards at Rotary Club meeting
- 20.4.18 – Handing out rewards to long standing helpers at the Community Centre's Christmas Dinner
- 24.4.18 – Handing out certificates for training at the Salvation Army,
- 7.5.18 – The Town Mayor is going in stocks for the Children's day event



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- 12.5.18 – Official Opening of Spec Savers

6 ITEMS FOR DECISION/DISCUSSION BY THE TOWN COUNCIL

a. To consider New Boiler and Central Heating for Cemetery Lodge – It was decided to defer this item dependant on the decision of item 6b.

b. To consider Surveyors report for Cemetery Lodge – suggestions mentioned were

- Getting a full survey report
- Putting it on the market
- Getting 3 quotes for the work and bringing back to full council for decision

As proposed by Cllr Hester and seconded by Cllr Addison, it was **RESOLVED**

Obtain 3 quotes for building maintenance/repairs and take back to full Council for decision.

Julie/Daniel

c. To consider surveyors report for Cemetery Chapel –

- Structural repairs to the bell tower
- Replace guttering and clean brickwork
- Repair external cracks with helifix rods and re-point
- Fill internal cracks, stabilise and decorate

As proposed by Cllr Addison and seconded by Cllr Melville, it was **RESOLVED**

To Cordon off Bell Tower asap and get 3 quotes for all other work required

Daniel

d. To consider options for inscription on Market Cross – Permission has already been given by highways to take up some cobble stones to erect a plinth with a plaque. Cllr Addison has agreed to look into external funding to help with costs. As proposed by Cllr Turner and seconded by Cllr Harris, it was **RESOLVED**

To go with option 1 – have a mounted plaque sign placed near the original stone with its history and actual wording. Fi

e. To consider Town Strategy – Town Council – To defer to next meeting 29.5.18

f. To consider Town Strategy – Local Plan – To defer to next meeting 29.5.18

g. To consider Town Strategy – Pedestrianisation – To defer to next meeting 29.5.18

h. To consider Town Strategy – Research arising – To defer to next meeting 29.5.18

To suspend standing order 7a (A resolution shall not be reversed within 6 months) for item 6i(a-s)

i. To adopt Terms of Reference, Standing Orders and Policies - As proposed by Cllr Edge and seconded by Cllr Hester, it was **RESOLVED**

To adopt the new Terms of Reference, Standing Orders and Polices and continue to update as necessary

Cllr Addison wanted it noted that in her opinion

- The Development & Amenities and Media & Information ToR's should mention non-councillors as well as Councillors (ToR's have been amended accordingly)

B. Hester
2

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- That committees shouldn't be able to make decisions on new spends within their budget
- All grants should go to Full Council for decision and not the Finance and Grants committee

Cllr Murphy left the meeting at 19.40

7 CORRESPONDENCE AND ITEMS FOR INFORMATION

- Action Log for April
- Training & Events for June

8 FINANCE

- To receive and approve payments and receipts for March 2018** - As proposed by Cllr Harris and seconded by Cllr Addison, it was **RESOLVED**
That the payments and receipts be approved
- To receive and approve payment report up to 19 April 2018** - As proposed by Cllr Edge and seconded by Cllr Addison, it was **RESOLVED**
That the payments report be approved
- To receive and approve Comparisons of Actual and Estimates – RECEIPTS** - As proposed by Cllr Edge and seconded by Cllr Addison, it was **RESOLVED**
To approve the RECEIPTS comparisons
- To receive and approve Comparisons of Actual and Estimates – PAYMENTS** - As proposed by Cllr Edge and seconded by Cllr Addison, it was **RESOLVED**
To approve the PAYMENTS comparisons
- To consider Grant application from Guerrilla Gardener (Simon Weal)** - As proposed by Cllr Addison and seconded by Cllr Harris, it was **RESOLVED**
To approve the grant up to £400
- To consider Grant application from N Walsham & Dilham Canal** - As proposed by Cllr Hester and seconded by Cllr Addison, it was **RESOLVED**
To approve the grant up to £400

9 TO RECEIVE REPORTS FROM GROUPS AND COMMITTEES

- a. Finance Committee Minutes – 22 February 2018
- b. Finance Committee Minutes – 29 March 2018
- c. Personnel & Grants Minutes – 12 March 2018
- d. Extraordinary Personnel & Grants Minutes – 17 April 2018
- e. Media & Information Minutes – 12 March 2018
- f. Development & Amenities Minutes – 13 March 2018



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10 DATES OF FORTHCOMING MEETINGS AND EVENTS

- Annual Full Council Meeting - Tuesday 15 May 2018, 19.00 at Day Spring Centre
- Planning Meeting - Tuesday 8 May 2018, 18.30 at Day Spring Centre
- Development & Amenities - Tuesday 8 May 2018, 19.00 at Day Spring Centre
- Planning Meeting - Tuesday 29 May 2018, 18.30 at Day Spring Centre
- Town Council Meeting - Tuesday 29 May 2018, 19.00 at Day Spring Centre

11 ITEMS FOR NEXT AGENDA

- Town Strategy plans as deferred above
- Report on uneven pavements and dropped kerbs

12 EXCLUSION OF PUBLIC AND PRESS UNDER SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 As proposed by Cllr Hester and seconded by Cllr Melville, it was **RESOLVED**
To exclude the public and press due to the confidential nature of matters to be discussed

13 STAFFING MATTERS

- **Letter of Complaint**

A letter of complaint was passed to members for approval. As proposed by Cllr Harris and seconded by Cllr Hester, it was **RESOLVED**

To send the letter first class recorded

As Cllr Addison declared an interest on this item she did not take part in the debate or vote.

- **Temporary/Permanent Staff**

As proposed by Cllr Hester and seconded by Cllr Addison, it was **RESOLVED**

To create an advert for a temporary rolling Grounds Person position

The meeting closed at 20:15

