

# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Full Council Meeting

held on 23 September 2019, at the 18 Kings Arms Street, North Walsham

### Present:

**Town Councillors:** Cllr G Bull (Chair); Cllr F Choudhury; Cllr N Felstead; Cllr A Fryer; Cllr Gray; Cllr R Harris; Cllr Heinrich; Cllr I Jackson; Cllr Melville; Cllr R Murphy; Cllr B Wright;  
**District Councillor:** Cllr Gay; Cllr Heinrich; Cllr Lloyd; Cllr Seward;  
**County Councillor:** Cllr Seward  
**Town Clerk:** Ms J Shields  
**Members of Public:** None

The meeting opened at 19.00

### 1. APOLOGIES FOR ABSENCE

Accepted: Cllr N Clancy - Work; Cllr B Hester - Holiday; Cllr P Oakes - Family; Cllr R Sims - Holiday; Cllr E Wheeler - Family;

### 2. DECLARATIONS OF INTEREST

Personal interests: Cllr Murphy 6bii

Pecuniary interests: None

### 3. TO AGREE MINUTES OF PREVIOUS TOWN COUNCIL MEETING

As proposed by Cllr Heinrich and seconded by Cllr Melville, it was **RESOLVED** that the minutes of the meeting held on 30 July 2019 be agreed as a true record

Cllr Bull Abstained

### 4. TO ADJOURN THE MEETING FOR PUBLIC PARTICIPATION AND EXTERNAL REPORTS

As proposed by Cllr Melville 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 Public Participation reports

- None where received

#### b. Verbal Reports from District & County Councillor

Cllr V Gay - District Council

- Awarded Heritage bid for Town Centre <sup>975,000</sup> £950,000 concentrating on conservation area, entrances into market and historic buildings. All plans to be agreed with Historic England
- Fenced off area at Church Approach
- Lights in the Park

Cllr N Lloyd - District Council

- Community Fridge launched 17.9.19, it's a food waste fridge, not a means tested fridge
- First climate change forum 15.8.19
- Electric charging points being installed at New Rd Car Park

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Cllr E Seward - County Council

- Removal of painted out one-way sign on Church Street
- Happisburgh Rd, Zebra Crossing
- Children Centre Manor Rd, new contractor and services
- Improvements on Weavers Way, resurfacing from Station Rd to Felmingham - January 2020
- Flood scheme on Lyngate Rd, has been postponed to Feb 2020, due to Anglian Water
- NW High School becomes an Academy 1.10.19

As proposed by Cllr Murphy and seconded by Cllr Heinrich, it was **RESOLVED to reconvene the meeting**

### 5. TO RECEIVE A MONTHLY REPORT FROM THE TOWN MAYOR

- Officially opened outside Gym in Memorial Park 10.8.19

### 6. MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL

- a. To consider developing Wildflower Meadow area's within North Walsham (PH)
- Royston Green
  - Greens Road Verges
  - War Memorial Park (by Tennis courts)

It was suggested to also develop the grass verge at the Happisburgh Rd entrance to the Park. It was discussed and decided to get feedback from residents before starting the project. A survey letter was read out and Councillors agreed to volunteer to deliver surveys, requesting feedback. As proposed by Cllr Bull and seconded by Cllr Choudhury, it was **RESOLVED to send the agreed survey letter to all houses close to the suggested areas.**

- b. To consider Events
- 5K road race - 26 June 2020
  - Family Day in the Churchyard with a car boot in the Market Place - 25 May 2020

As proposed by Cllr Felstead and seconded by Cllr Choudhury, it was **RESOLVED to approve the 5K race and Family Day Event.** Family Day are just letting us know out of courtesy

- c. To consider amendments to policies as recommended by relevant Committees
- Standing Orders page 8 – 5I 'Delegated powers will be given to the Clerk to deal with routine decisions within budget and any health & safety emergencies' (P&G)
  - FOI Policy add charge costs and page 4 – 'Payment for copies and postage will be paid in advance of information being sent out' (P&G)
  - Financial Regulations (F&G)
    - page 4 – 4.i 'in conjunction with either Mayor, Deputy Mayor or Chair of appropriate Committee'
    - page 9 – 10.2 'usually by seeking three quotations'
    - page 10 – 11.1aii 'and appropriately qualified professionals'

As proposed by Cllr Heinrich and seconded by Cllr Felstead, it was **RESOLVED to accept the proposed amendments to the Standing Orders, FOI Policy and Financial Regulations**

- iv. New Proposed Event Management Plan (emailed) (M&I)

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The new format/layout was discussed with Cllrs being both for and against, a suggestion was made to have a smaller plan for smaller events, but this was thought unnecessary. As proposed by Cllr Bull and seconded by Cllr Fryer, it was **RESOLVED to make suggested changes:-**

- Page 2 Change - 'within North Walsham' to 'on or using our land to Manage by North Walsham Town Council'
- Page 5 Change – 'will you be using town Council Land' to Which North Walsham Town Council land will you be using?'
- Add GDPR protection statement

**and bring back to next Full Council meeting (MG)**

Cllr Murphy abstained

- d. To adopt new policies as recommended by P&G and D&A Committees
- i. Pension Policy – taken from Norfolk Pension Fund's template (P&G)
  - ii. Information audit – to do spot checks quarterly maybe add to internal scrutineer list? (P&G)
  - iii. Retention & Disposal Policy add page 4 – 8.3 'The retention periods below, start from the date of the meeting in which they were adopted. This date being the Full Council meeting of 23 September 2019' (P&G)
  - iv. Planning Policy (P&G)
  - v. Grass Verge Policy (D&A) Defer to the next meeting
  - vi. Annual Event Contract (D&A) Change to 'at least 8 weeks before'

As proposed by Cllr Heinrich and seconded by Cllr Choudhury, it was **RESOLVED to adopt the Pension Policy, Information Audit, Retention & Disposal Policy, Planning Policy and Annual Event Contract** (subject to changing from 6 to 'at least 8 weeks before event'). Grass verge policy was deferred to next meeting as it has been updated

- e. To consider installing CCTV and a counter at the Council Offices (GB)  
As proposed by Cllr Harris and seconded by Cllr Fryer, it was **RESOLVED to look into introducing a Counter and CCTV in the Office corridor and add to the Precept**
- f. Train station parking charges (PH)  
Information only – Greater Anglia will review charges after 12 months

### 7. FINANCE

- a. To approve income and expenditure for July 2019 – As proposed by Cllr Melville and seconded by Cllr Murphy, it was **RESOLVED to approve**
- b. To approve income and expenditure for August 2019 – As proposed by Cllr Melville and seconded by Cllr Murphy, it was **RESOLVED to approve**
- c. To approve expenditure up to 13 September 2019 – As proposed by Cllr Bull and seconded by Cllr Melville, it was **RESOLVED to approve**
- d. To discuss Precept idea's, including public survey
  - Take all survey ideas to individual committees, then Chairs to take all ideas to a Precept/Chair meeting 1.11.19 at 12.00

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### **8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY**

- a. To note actions made under delegated powers during August Recess
- b. Police Newsletter August & September 2019
- c. Attendance % sheet
- d. Defibrillator letter from Duncan Baker
- e. External Audit is complete and the 'Notice of Conclusion of Audit' is on the website

### **9. UPDATES**

- a. Action Log Sept 2019
- b. CCTV at Police Station – PC Gwynn to arrange meeting with James @ Secure Defence about installing identical equipment at the Police Station (it would be at Council Offices & Police Station)
- c. Water Fountain – add costs to precept
- d. High Street Heritage Action Zone – to put a statement on website about what the <sup>975,000</sup>~~£950,000~~ grant money is intended to be spent on (BW)
- e. Battle of Britain event at County Hall – a verbal update of the event was given (AF)

### **10. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS**

- a. Planning applications under delegated powers during August 2019
- b. Marketing Committee – 22 August 2019
- c. Planning Meeting – 10 September 2019
- d. Development & Amenities – 10 September 2019
- e. Finance & Grants – 13 September 2019
- f. Personnel & Governance – 16 September 2019

### **11. DATES OF FORTHCOMING MEETINGS AND EVENTS**

- Planning Committee – Tuesday 8 October 2019, 18.30 at 18 Kings Arms Street
- Development & Amenities – Tuesday 8 October, 19.00 at 18 Kings Arms Street
- Personnel & Governance Committee – Thursday 17 October 2019, 18.30 at 18 Kings Arms Street
- Media & Information Committee – Tuesday 22 October 2019, 18.30 at 18 Kings Arms Street
- Planning Committee – Tuesday 29 October 2019, 18.30 at 18 Kings Arms Street
- Full Council – Tuesday 29 October, 19.00 at 18 Kings Arms Street
- Precept/Chairs meeting – Friday 1 November 2019, 12.00 at 18 Kings Arms Street

### **12. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**

- Grass Verge Policy
- Event Management Plan
- Proposed Quarry, Lord Anson Wood – to put on Planning meeting agenda 8.10.19

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### 13. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for confidential matters

As proposed by Cllr Bull and seconded by Cllr Choudhury, it was **RESOLVED** to exclude the public and press due to the confidential nature of matters to be discussed.

- Poppies was discussed and additional parking was turned down
- Staff pay rises, backdated to 1.4.19 - D Gilbert 1pt; M Buller 2pt; F Collett 2pt;
- It was discussed to Investigate:-
  - a. Having a link on our website for Councillor Code of Conduct complaint
  - b. Revoking all Byelaws – It was discussed about replacing with a PSPO and maybe creating a survey asking the public what they would like in the new rules, and place online, in shops, on the Thursday market, and in Just North Walsham. Cllr Wright to prepare a draft survey for Council Approval
  - c. Costs for recording all phone call messages
- Items discussed which were RESOLVED by the Personnel Committee meeting 16.9.19
  - a. DBS checks for all staff and any Councillors wishing to have one
  - b. Creating a Freedom of Information email address with an automated reply
- Update on the Cemetery Lodge sale which has now been completed

The meeting closed at 20.45

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