

NORTH WALSHAM TOWN COUNCIL

Minutes of the Full Council Meeting

held on 26 November 2019, at the 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Bull (Chair); Cllr Felstead; Cllr Fryer; Cllr Gray; Cllr Heinrich; Cllr Hester; Cllr Melville; Cllr Murphy; Cllr Oakes; Cllr Sims; Cllr Wright;

District Councillor: Cllr Lloyd; Cllr Heinrich; Cllr Seward;

County Councillor: Cllr Seward

Town Clerk: Ms Shields

Members of Public: Fi Collett

The meeting opened at 19.00

1. APOLOGIES FOR ABSENCE

Cllr Choudhury (Holiday); Cllr Clancy (Holiday); Cllr Jackson (Family); Cllr Wheeler (no apologies); Cllr Harris (no apologies)

2. DECLARATIONS OF INTEREST

Personal interests: Cllr Murphy, Cllr Hester and Cllr Wright – Item 7.1 (Medieval Event); Cllr Wright item 7.11 (Christmas hospitality)

Pecuniary interests: None

3. TO AGREE MINUTES OF PREVIOUS TOWN COUNCIL MEETING

As proposed by Cllr Murphy and seconded by Cllr Wright, it was **RESOLVED** that the minutes of the meeting held on 29 October 2019 be agreed as a true record, subject to suggested grammar revisions by Cllr Melville

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Clerks report attached)

Item 7.9 was moved up the agenda as requested by the Chair:

7.9 Discuss West Norwich Credit Union setting up a collection & advice point in North Walsham (PO)
Most Councillors were happy with the idea and thought it would be good for North Walsham. It was suggested to offer the use of the Council Offices for 2hrs a week on a Wednesday morning. Cllr Bull will liaise with the Clerk and Norwich Credit Union

5. PUBLIC FORUM FOR PUBLIC PARTICIPATION

Verbal report received from Fi Collett on items 7.3 - the 80's Dancing in the Street/Market

- An event for the whole Town run by North Walsham Town Council in aid of the Skate Park
- Events for all ages
- Local bands with their take on the 80's music

6. TO RECEIVE MONTHLY REPORTS

6.1 Police (report attached)

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6.2 District & County Councillors – Verbal

Cllr N Lloyd - District Council

- The planting of tree and scattering of seeds, is taking place in country parks on Saturday as it's National Tree Week
- 3G football pitch at the High School - Noise level studies produced for property boundaries are not quiet enough, NNDC have requested that the study is done again. Due to this problem, the pitch can't be laid unless the playing hours are altered, which NNDC know the FA won't agree to. Other sites have been looked at around the town, but none are feasible.

Cllr E Seward – District/County Council

- Bollards, Market Place – NCC have a spare one and have agreed to place this beside the Fish and Chip Shop
- Bollards, 4a Market Street – 3 belong NCC & 3 belong to NNDC
- Jon Winnett is leaving NCC in mid-January
- Farman Ave – NWTC has agreed on behalf of NCC to collect the money from residents for Double Yellow Lines along Farman Ave
- Aylsham Rd – the consultation process is starting for the 20mph limit and is with design team
- Zebra Crossing at Happisburgh Rd – NWTC to prune a couple of nearby trees before July
- Environment Policy – NCC has agreed this policy to address the issues with climate change
- Trains – New carriages are now in use on the Bittern Line
- Hopkins railway carpark – to bring this into use, it will need lighting, a ramp up to station and a revised layout. Costs start at £100K, making it a non-viable project at the moment
- Purchase of land at Midland Rd is in the process of changing from NCC to NNDC
- Heritage Action Zone – Draft bid is being put together for 6th December. Final bid has to be in by 20th December. The outcome of the bid should be known by the end of Jan
- Bus interchange – no more information

6.3 Town Mayor – Verbal

- Visited the proposed Phoenix Youth Group premises above the Chubby Panda
- Attended North Walsham Rugby Club with Cllr Fryer to discuss ways to promote the club

7. MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL

7.1 Application for Medieval Event (BW)

As proposed by Cllr Heinrich and seconded by Cllr Melville, it was **RESOLVED to accept the Event subject to approval of Event Management Plan**

7.2 To agree amended Burial/Ashes Interment Form

Councillors were happy with the wording. As proposed by Cllr Heinrich and seconded by Cllr Wright, it was **RESOLVED to accept the amended interment form**

7.3 To consider 80's Sunday Market for August Bank Holiday

Councillors were happy for this to go ahead under the name of the Town Council. The Council already have a music and alcohol licence. It was noted a licence will be needed to show films in

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the Church. As proposed by Cllr Felstead and seconded by Cllr Sims, it was **RESOLVED** to accept the event in principal

- 7.4 To discuss non-quorate Committees due to non-attendance and consider action for revising affected Committees

It was decided that no retrospective action should be taken, and amendments have been made to take non-attendance into account in Standing Orders, item 7.6.4

Suggested changes to the Planning Committee to combat the attendance being non-quorate were:-

- Delegated powers for minor Planning applications
- All Councillors to go back to attending the Planning Committee
- Bring the applications into the Full Council meeting
- Abolish the Planning Committee altogether

Comments made via the portal are only personal comments not those of the Town Council. Minor applications could be emailed for comment under delegated powers (as long as they are not controversial).

It was decided to carry out all minor planning applications by delegated powers, between the Lead Officer, Chair of Planning, Vice Chair, and all members of the relevant ward via email. Any controversial or Major planning application would require a planning meeting to be called in line with the Planning ToR's. As proposed by Cllr Felstead and seconded by Cllr Fryer, it was **RESOLVED** to accept this decision

- 7.5 To adopt revised Policies (P&G)

7.5.1 Code of Conduct - from NPTS, change 'of acceptance' on the first line

7.5.2 Complaints Procedure - amended by Clerk & Chair (so flowchart reflects text)

7.5.3 Disciplinary & Grievance procedure – from the ACAS website

As proposed by Cllr Murphy and seconded by Cllr Fryer, it was **RESOLVED** to adopt the revised Policies

- 7.6 To accept amendments to Policies (P&G)

7.6.1 Communication Protocol – added item 6.7, "Councillors should treat all staff with respect, ...supporting evidence must be provided or this question will not be answered"

7.6.2 FOI Policy – added introduction

7.6.3 CCTV – amended

7.6.3.1 public interest in the operation of CCTV.....

7.6.3.2 The Regulation of Investigatory Powers Act 2000.....

7.6.3.3 "CCTV will only be made for a specific purpose, at an identified time in pursuit of a legitimate aim. Access to footage is strictly controlled by the Clerk.....All access to recorded data will be logged".....

7.6.4 Standing Orders amended/added 3z, 4e, 19h

7.6.4.1 3z – "Councillors not attending any meeting of Council or Committee for a 6 months period, will cease to be a member of the Council, unless their apologies have been accepted"

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7.6.4.2 4e "Any Councillor missing 3 consecutive meetings, will be removed from the relevant Committee and a new member will be elected at the following Council Meeting" – It was discussed to add unless in exceptional circumstances, like long term illness. This could cause a problem of being quorate, so it was decided not to add

7.6.4.3 19h – "Behaviour that is considered bullying.....
no communication with the individual concerned, COC etc."

As proposed by Cllr Murphy and seconded by Cllr Fryer, it was **RESOLVED to accept the amended Policies**

7.7 To adopt New Policies/documents (P&G)

7.7.1 Delegation Scheme

7.7.2 Council Structure

It was decided to amalgamate these two policies into one document and move youth advisory committee to under M&I and Market Advisory Committee to under D&A. As proposed by Cllr Heinrich and seconded by Cllr Melville, it was **RESOLVED to adopt the Delegation Scheme & Structure, as the Delegation Policy**

7.8 To adopt New Information Security Pack (as recommended by P&G and M&I) (PH)

7.8.1 Information Security Report from Cllr Heinrich

7.8.2 Information Security Incident Management Policy - to change University to Council

7.8.3 Information Security Incidents – A guide

7.8.4 Mobile Device Policy – Deferred to add use of mobile devices at meetings

7.8.5 Use of Mobile Storage Devices

7.8.6 Copyright Notice for Website

7.8.7 Confidentiality Clause for Employee Contracts

7.8.8 Photo Release Form

7.8.9 Photo Copyright Release

It was discussed to have a standard GDPR disclosure at the bottom of Staff & Councillors emails - to be prepared by Cllr Heinrich.

As proposed by Cllr Murphy and seconded by Cllr Oakes, it was **RESOLVED to adopt New Policies, except 7.8.4, which was deferred**

7.9 Discuss West Norwich Credit Union setting up collection & advice points in North Walsham (PO) Moved up the agenda to after item 4 by the Chair

7.10 To discuss noise level of Fireworks (PH)

A resident complained that firework noise should not exceed 90 decibels. All Councillors gave their views

- it's once a year organised event, with times and dates known in advance
- other residents can't be stopped having firework
- highlight to the event organiser the guidance of noise levels to make sure they are aware, but don't enforce it

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As proposed by Cllr Hester and seconded by Cllr Felstead, it was **RESOLVED** that we advise the event organiser the guidance of noise levels, but we ~~don't~~ can't enforce

7.11 To agree Christmas hospitality for Thursday & Sunday Market stall holders

It was discussed that all Sunday & Thursday Market stall holders should receive a hospitality bottle of wine for Christmas. As proposed by Cllr Murphy and seconded by Cllr Melville, it was **RESOLVED** that Cllr Hester should organise 36 bottles of wine, from the Orchard Gardens

8. FINANCE

8.1 To approve income and expenditure for September 2019

As proposed by Cllr Murphy and seconded by Cllr Sims, it was **RESOLVED** to approve

8.2 To approve expenditure up to 22 October 2019

As proposed by Cllr Murphy and seconded by Cllr Melville, it was **RESOLVED** to approve

8.3 To approve Budget & Precept for 2020/21 (as recommended by F&G) and agree precept page for Just North Walsham

It was discussed to add an extra £10K to the precept, to be able to form a consortium to give our ideas & views of what the Town wants in the Local Plan to be able to influence NNDC of what the Town wants, rather than just accept what NNDC thinks the Town wants.

- Cllr Oakes was disappointed that the Youth provision went down from the suggested £15K to £5K. It was pointed out there is already £10K in the reserves for Youth, making a total of £15K
- Cllr Sims brought up what is the benefit to the Town of the Vehicle Compound – to open the Chapel up to the public, to save groundsmen's time going to different venues for stored equipment (about 2hrs), to have expensive equipment stored securely. Vehicle Compound construction needs to start, and a public statement needs to be organised

As proposed by Cllr Oakes and seconded by Cllr Felstead, it was **RESOLVED** to accept the original precept adding an extra £10K. The JNW page was also agreed, subject to the £10K change added

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1 Attendance % sheet - attached

10. UPDATES

10.1 HSHAZ update (BH, PO) – the Clerk to email to all Councillors the notes of today's meeting from Laura

10.2 Bus Shelters (RM) – Postponed until the new year

11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

11.1 Media & Information Committee – 21 October 2019

11.2 Planning Committee – 29 October 2019

11.3 Planning Committee under delegated powers – 12 November 2019

11.4 Development & Amenities Committee – 12 November 2019

11.5 Finance & Grants Committee – 18 November 2019

11.6 Media & Information Committee – 19 November 2019

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11.7 Personnel & Governance Committee – 21 November 2019

12. DATES OF FORTHCOMING MEETINGS AND EVENTS

12.1 Media & Information Committee – Monday 9 December 2019, 18.30 at 18 Kings Arms Street

12.2 Full Council – Tuesday 10 December 2019, 18.30 at 18 Kings Arms Street

12.3 Personnel & Governance Committee Thursday 18 December 2019, 18.00 at Kings Arms Street

12.4 Finance & Grant Committee – TBC

13. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

None

14. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters

15. STAFFING MATTERS

- As proposed by Cllr Murphy and seconded by Cllr Fryer it was **RESOLVED** to delegate powers to P&G Committee to interview and employ essential staff as necessary
- The apprentice Groundsman has been postponed until Easter
- All Groundsmen should be assessed for driving and trailer work, by independent advisors and issued with a pass certificate
- M Gayfer – to stop receiving a Mobile Phone allowance

The meeting closed at 20.45

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