



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 28 March 2023, at 18 Kings Arms Street, North Walsham

### Present:

**Town Councillors:** Cllr Bull (Chair); Cllr Covell; Cllr Dibbens; Cllr Felstead; Cllr Fryer; Cllr Gray; Cllr Richardson; Cllr Sims; Cllr Spall; Cllr Wright

**District Councillors:** Apologies NNDC meeting same time

**County Councillors:** Apologies NNDC meeting same time

**Town Clerk:** Ms J Shields

**Members of Public:** 0

The meeting opened at 18.30

1. **APOLOGIES FOR ABSENCE** - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)  
Cllr Beach; Cllr Heinrich; Cllr Murphy; Cllr Hester; Cllr Eastwick (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 Felstead, item 14 – Staffing matters  
Pecuniary interests: None
3. **TO APPROVE MINUTES OF PREVIOUS MEETING** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)  
As proposed by Cllr Spall and seconded by Cllr Felstead, it was **RESOLVED** that the minutes of the Council Meeting held on 28 February 2023 be agreed as an accurate record
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES** – Decision/Action Log (Clerks report attached)
5. **PUBLIC FORUM** - (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)  
No members of the public were present
6. **TO RECEIVE MONTHLY REPORTS** – written reports available on NWTC website
  - 6.1. No District Councillors present
  - 6.2. No County Councillors present
7. **MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL**
  - 7.1. **To consider putting Town Guide database on our website**  
It was discussed that only one communal database was necessary and Councillors suggested we have a link to this database  
As proposed by Cllr Spall and seconded by Cllr Covell, it was **RESOLVED** to agree add a link to the **Town Guide database on our website**

Signed: .....

Date: 25/4/2023

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**7.2. To agree New Market Rules & Regulations including weather policy**

As proposed by Cllr Gray and seconded by Cllr Dibbens, it was **RESOLVED** to approve the new Market Rules & Regulations and the Weather Policy

**7.3. To consider need for fingerpost signage for Right of Way Footpath 13 at Anchor Rd 'Spa Common to Muckle Mill Farm'**

A resident has asked for signage and there appears to be a dispute over why this right of way is blocked, Councillors are concerned if signage is not erected the right of way might disappear  
As proposed by Cllr Bull and seconded by Cllr Covell, it was **RESOLVED** to recommend a fingerpost sign should be erected

**7.4. To consider insurance quotes for 2023/24**

It was discussed that one quote was significantly cheaper and someone we haven't used before  
As proposed by Cllr Wright and seconded by Cllr Gray, it was **RESOLVED** to go with BHIB for the year 2023/24

**7.5. To consider New Cemetery Tier2 assessment survey to apply for Planning Permission**

It was discussed that this survey was needed for the Council to be able to apply for Planning Permission to see if it's possible to use the land for a New Cemetery  
As proposed by Cllr Gray and seconded by Cllr Richardson, it was **RESOLVED** to approve the Tier 2 Assessment Survey

**7.6. To approve a new data collection Sam2 sign - to be funded by County Councillors Budget**

Deferred until next month as no County Councillors present

**7.7. To consider leasing Spa Common for Donkey's**

It was discussed that donkeys would be a good solution for Spa Common and to offer a lease with peppercorn rent of £1 per year and a 5 year review  
As proposed by Cllr Dibbens and seconded by Cllr Gray, it was **RESOLVED** to offer a lease for donkey grazing at £1 per year with a review after 5 years

**8. FINANCE**

**8.1. To approve income since February 23 meeting**

As proposed by Cllr Felstead and seconded by Cllr Gray, it was **RESOLVED** to approve income since February 23

**8.2. To approve expenditure since February 23 meeting**

As proposed by Cllr Spall and seconded by Cllr Covell, it was **RESOLVED** to approve expenditure since February 23

**9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY**

**9.1. Attendance % sheet (attached)**

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- 9.2. Councillor training courses available (attached)
- 9.3. 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)
  - 9.3.1. Replace roller doors at Pavilion after becoming jammed & immobile (health & safety)

### 10. TO RECEIVE UPDATES

No updates were received

### 11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

- 11.1. Personnel – Tuesday 7 March 2023
- 11.2. Market Meeting – Tuesday 14 March 2023
- 11.3. Development & Amenities – Tuesday 14 March 2023

### 12. 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)

- 12.1. Sam2 sign funded by County Councillors Budget
- 12.2. Idea's for policing Town Centre traffic – especially parking by non blue badge holders
- 12.3. Bluebell Pond
- 12.4. Permanent wire across Market Street for events
- 12.5. Give Coronation stall holders spare Jubilee Beer as a thank you

### 13. DATES OF FORTHCOMING MEETINGS

- 13.1. Annual Town Meeting – Thursday 6 April 2023, 18.30, at 18 Kings Arms Street
- 13.2. Development & Amenities – Tuesday 11 April 2023, 18.30, at 18 Kings Arms Street
- 13.3. Full Council – Tuesday 25 April 2023, 18.30, at 18 Kings Arms Street

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

#### 14.1. To discuss staffing matters recommended by the Personnel Committee

It was stated that the 1pt contractual pay increments have been missed over the last 3-4yrs, this would be paid, backdated and include staff who have left within this time.

Other staffing matters were discussed

As proposed by Cllr Sims and seconded by Cllr Gray, it was **RESOLVED to agree**

- Reduce hours for the Town Clerk to 25hrs
- To make a final honorarium for the Town Crier
- Payrises:- 3 pt for Assistant Clerk Finance  
2 pt for Deputy Head Groundsman  
2 pt for Assistant Town Clerk

The meeting closed at 19:30

Signed: 

Date: 25/4/2023