



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 26 September 2023, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Wright (Chair); Cllr Beach; Cllr Eastwick; Cllr Gray; Cllr Spall; Cllr Shires; Cllr Hester

District Councillors: Cllr Shires

County Councillors: Cllr Shires; Cllr Penfold

Lead Officer: Cllr Eastwick

Members of Public: 4

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Cllr Heinrich

Cllr Covell

Cllr Richardson

Cllr Dibben

District: Cllr Bull

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 Shires: 7.1, 10.3

Pecuniary interests:

Cllr Shires 7.6

3. TO APPROVE MINUTES OF PREVIOUS MEETINGS - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

As proposed by Cllr Wright and seconded by Cllr Spall and following amendments made to point 7.5 noting Cllr Hester as a member of the Personnel committee, it was **RESOLVED** that the minutes of the Council Meeting held on 25 July 2023 and Extraordinary Meeting held on the 29th of August be agreed as an accurate record.

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES – Decision/Action Log

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)


6. TO RECEIVE MONTHLY REPORTS

6.1 County Councillors

Update on Highways; Junction markers on Millfield Road have been completed as well as double yellow lines. Markers on Station Road/Norwich Road junction also to be completed. Station Road/Aylsham Road improvements have been made however further are to be completed. Hornbeam Road carpark signs to be made more obvious due to cars parking on the road. Issues rectified concerning wooden barriers on Grammar school road have been rectified. Highways meeting will be held on 29th August to discuss further improvements including ideas for improvements relating to Kings Arms Street roundabout.

6.2 District Councillors

Awaiting support from County Council regarding the condition of pavements and crossing points in some areas of North Walsham. TRO consultation concerning safety improvements desired near the Manor Road Primary School to extend the yellow lines and to make the 'zig zag' lines legally enforceable to restrict parked vehicles. Speed limit in this area was also discussed and will continue to be monitored.

Signed: 

Date: 15/11/23



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Members from LGA were invited to the Town to visit projects carried out by HAZ. Positive feedback was given, and the Thursday Market was recognised. Ideas and input will continue to be shared amongst workshops involving elected members from all parties which will be shared widely following an action plan being put together.

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

7.1 To consider use of park application for Beer Festival

Potential clash between boot sale & beer festival due to regular dates of the boot sales. It was discussed that to hold both on the same day, with safety management in mind, it was decided that the car boot sale would be moved to allow the Beer festival to take place at the proposed date. 2025 Beer Festival will be organised earlier to avoid any clashes in dates in the future.

7.2 To consider use of park application for music event –

More information required therefore **deferred** to a further meeting

7.3 To agree job descriptions for Clerk & RFO

(item moved to confidential matters)

7.4 To agree advertising of councillor vacancies –

As proposed by Cllr Wright and seconded by Cllr Spall It was **RESOLVED** that the advertisement will be featured in the local press and in the marketplace at a ‘meet & greet’ stall on a Market Day (date tbc)

7.5 Precept timeline was discussed, and committee inputs welcomed including any upcoming spending projects.

7.6 To discuss Western Development Exhibition –

NWTC response to be submitted by 1st October. Cllr Wright to circulate response before submission.

7.7 To agree to take on ownership and rates of 4 notice boards previously managed by RNW – As proposed by Cllr Wright and seconded by Cllr Gray it was **RESOLVED** to take ownership of rates for the notice boards however Cllr Wright to obtain written copy of confirmation to confirm ownership.

7.8 To consider office temp –

(Item moved to confidential matters)

8 FINANCE

8.1 To approve income since July meeting

As proposed by Cllr Beach and seconded by Cllr Spall, it was **RESOLVED** to approve income since July meeting

8.2 To approve expenditure since July meeting

As proposed by Cllr Beach and seconded by Cllr Spall, it was **RESOLVED** to approve the expenditure since July meeting

8.3 To approve amended Finance Regulations & TORs - As proposed by Cllr Wright and seconded by Cllr Spall, it was **RESOLVED** to approve the amended Finance Regulations and no amendments to be made to the TORs as it was believed that a maximum grant of £750 is sufficient.

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1 Correspondence – None

9.2 Clerk’s decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair or Vice Chair, or Committee Chair within budget under £1,000; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)

None

10. TO RECEIVE UPDATES

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10.1 **Fireworks**- It was confirmed there will be no fireworks display this year

10.2 **Christmas**- (item moved to confidential matters)

10.3 **Move to Cedars** – It was discussed that the contracts are yet to be signed and arrangements to move service providers are in progress.

11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

11.1 **Personnel**- (item moved to confidential matters)

11.2 **D&A**- It was discussed that damage has been caused to the surface of a playground. Matt Smith from North Walsham Play is to do a press release to share the importance of taking care of our assets. The maintenance budget is to be verified. Policies are continued to be looked in to by the D&A committee

11.3 **Finance** – Upcoming meeting on 17th October

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. The deadline to accept items for the next agenda is **18.7.23**)

- Suggestion for a neighbourhood plan concerning the Western Development.
- 4 Year Plan for the Town

13. DATES OF FORTHCOMING MEETINGS

Markets 10th October

M&I 10th October

Finance 17th October

D&A 14th November

Personnel (tbc)

Full Council 31st October

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

7.3 Job Evaluations and recommendations were discussed. It was proposed by Cllr Shires and seconded by Cllr Hester to agree job descriptions for the Clerk & RFO and advertising of these

7.8 It was discussed to consider employment of an office temp to reduce backlog and preparation for paperless move back to Cedars. The new staffing structure would cover the need for this therefore no action was taken.

11.1 Personnel updates to include recommendations and suggestions for new staffing structures. See 7.3

10.2 Christmas Event was discussed – Cllr Wright to discuss this with the office.

The meeting closed at 19.45pm

Signed:

Date: 15/10/23

