



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 17<sup>th</sup> December 2024 at Cedar House, 3 New Road,  
North Walsham NR28 9DE

**Present:**

<b>Town Councillors:</b>	Cllr Wright (Chair)	Cllr Ginbey	Cllr Dibben
	Cllr Beach	Cllr Spall	Cllr Brand
	Cllr Covell	Cllr Hester	Cllr Seward
	Cllr Heinrich	Cllr Bunton	

**District Councillors:** Cllr Shires, Cllr Gray, Cllr Heinrich

**County Councillor:** Cllr Shires

**Town Clerk:** Wendy Murphy, Jasmine Dewbery (Assistant to the Town Clerk)

**Members of Public:** 6

The meeting opened at 18.30.

**1. APOLOGIES FOR ABSENCE**

None

**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: None

Dispensation: None

Pecuniary interests: None

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

It was proposed by Cllr Wright, and seconded by Cllr Seward, and with Cllr Heinrich abstaining, it was RESOLVED to accept the minutes of 26<sup>th</sup> November 2024 with the added apology from Cllr Wright.

It was proposed by Cllr Wright, and seconded by Cllr Ginbey, and with Cllr Heinrich abstaining, it was RESOLVED to accept the minutes of 9<sup>th</sup> December 2024.

It was proposed by Cllr Wright, and seconded by Cllr Dibben, and with Cllr Heinrich abstaining, it was RESOLVED to accept the minutes of 11<sup>th</sup> December 2024.

**4. TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**

No Clerk’s report, however the Town Clerk has made it clear that all Councillors are welcome to visit the office (which it states in the Standing Orders that it must be by appointment only) providing they telephone first, however if the office staff are too busy, they will be politely turned away. Cllr Dibben expressed that he had called in prior to a visit that morning and was made welcome by the staff.

**5. TO RECEIVE MAYOR’S ANNOUNCEMENTS**

The mayor will be doing a reading at the upcoming Carol Concert on Thursday 19<sup>th</sup> December 2024.

Signed: .....

Date: .....



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### 6. OPEN FORUM FOR PUBLIC PARTICIPATION

- 6.1.** District Councillors – Cllr Heinrich gave an update on planning. The government’s plan for North Norfolk is to increase from 484 to 943 houses to be built per year, this is 70% more than the Local Plan. The government demand for housing now has no bearing on the local demand. The Local Plan needs to be agreed if there is any chance of stopping developers building expansively.  
Cllr Lucy Shires confirmed that car parking charges would be going up from April 2025. She confirmed she had called in the Sainsbury’s change of hours to go to planning committee. Homelessness is becoming a significant strain on resources and there is currently a discussion regarding polling stations. Cllr Gray confirmed that he was looking into the bin situation at the churchyard, blocked drains and potholes.
- 6.2.** County Councillors – Cllr Shires gave an update
- 6.3.** Police – PC Emma Sargeant confirmed that there had been 36 incidents reported in the last month. She also confirmed that she would be speaking to Halvergate House regarding cars parking opposite the junction.
- 6.4.** Public - (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 comments

### 7. FINANCE

- 7.1** It was proposed by Cllr Ginbey and seconded by Cllr Brand and all in favour to approve the expenditure since November, excluding £1k to Worknest for additional hours (which will NOT be paid yet), as this will need to be on the agenda for the next Full Council meeting.
- 7.2** It was proposed by Cllr Dibben and seconded by Cllr Ginbey with all in favour to agree to get quotes for the costs of 2 fire doors and escape ladders for the office, as the landlords will not accept these costs.
- 7.3** **It was proposed by Cllr Dibben and seconded by Cllr Ginbey with all in favour** to agree to investigate costs for updating and repair work to the separate office at Cedar House and to agree a licence with NNDC for this use. The suggestion is that NWTC arrange the repair works (tiles, damp) in lieu of rent.

### 8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 8.1.** None
- 8.2.** Clerk’s decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair / Deputy Chair or Committee Chair within budget under £1,500; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)  
The Health and Safety Audit agreed by the Development and Amenities Committee has been undertaken today by an independent company and we are awaiting the report.  
Cllr Dibben has undertaken training “Safeguarding Essentials Level 1” at the cost of £42 which he has submitted as an expense.

### 9. CO-OPTION

Deferred until January 2025 as the candidates need to be pre-interviewed in early January by a panel consisting of 5, including the chair and vice chair of the Personnel Committee. It was suggested Cllrs Hester, Ginbey, Wright, Heinrich and Beach.

### 10. EVENTS WORKING GROUP

It was proposed by Cllr Wright and seconded by Cllr Brand with all in favour to accept the TORs with the amendment of non-councillor members be changed to reflect the Councillor numbers, so both will be



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minimum 2 – maximum 5. This will need to be advertised publicly for members. The TORs will be reviewed in 1 year inline with the other TORs.

It was proposed by Cllr Wright and seconded by Cllr Brand with all in favour to accept the basic proposals and await further costings and information.

**11. TO AGREE FOR A SUB COMMITTEE TO BE FORMED TO REVIEW THE AUDIT REPORT RECEIVED AND MAKE RECOMMENDATIONS.**

A sub-committee will be formed including the Finance Committee and selected members including Cllr Dibben. The action items are to be grouped depending on who's remit this falls under.

It was suggested by Cllr Heinrich that we make a separate page on the website to update on the progress from the audit report actions undertaken.

Due to the constraints, it was agreed that the Finance Committee meeting due on 7<sup>th</sup> January 2025 will be repurposed and have only one agenda item – the audit report. The new sub-committee members will be invited as well, this meeting will start early at 6pm as this may be a longer meeting.

Quotes need to be sought for outsourcing the wages process.

**12. TO AGREE A STANDARD STATEMENT FOR STAFF AND COUNCILORS TO USE FOR THE ROADWORKS COMMENCING ON 6<sup>TH</sup> JANUARY 2024**

A statement to be used by staff and Cllrs is as follows:

“We welcome the improvements to the road network, but we are concerned at the duration and impact of the diversions. We endeavour to liaise with the relevant parties to keep you informed and minimise disruption. We appreciate your patience.”

Areas of potential disruption highlighted were Hall Lane, Lime Tree Road, Thirlby Road, Spenser Avenue and Yarmouth Road, PC Emma Sargeant confirmed she would be supporting with traffic issues.

NWTC will circulate the diversion routes, and continue to provide regular updates to the public.

**13. 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)

Cllr Heinrich proposed that we need to investigate live-streaming these meetings, in line with other authorities.

It has previously been suggested to get an “OWL” for this purpose. Quotes to be acquired for this service and added to a future agenda for discussion.

Neighbourhood Plan.

Request for solar light at the front of office building.

**14. DATES OF FORTHCOMING MEETINGS**

Finance – audit report 7<sup>th</sup> January 2025 18.00

Development & Amenities 21<sup>st</sup> January 2025 18.30

Full Council 28<sup>th</sup> January 2025 18.30

**15. TO CONSIDER PASSING A RESOLUTION, IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS TO BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED**



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It was proposed by Cllr Ginbey and seconded by Cllr Beach and all in favour to continue the extension of staff hours until end of February 2025 and wages adjustment for JD and JP.

**The meeting closed at 19.55**

Signed: .....

Date: .....