



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 28th January 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

Present:

Town Councillors:	Cllr Wright (Chair)	Cllr Dibben
	Cllr Beach	Cllr Spall
	Cllr Covell	Cllr Seward
	Cllr Brand	Cllr Richardson

District Councillors: Cllr Shires, Cllr Gray

County Councillor: Cllr Shires, Cllr Penfold

Town Clerk: Wendy Murphy

Members of Public: 7 + 2 members of staff

The meeting opened at 18.30.

1. APOLOGIES FOR ABSENCE

Cllr Heinrich, Cllr Bunton, Cllr Hester, Cllr Ginbey, Cllr Leith

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 Seward – North Walsham In Bloom

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 Brand with all in favour, it was RESOLVED to accept the minutes of 17th December 2024.

4. CO-OPTION

Brief statements were received from Candidates B & C, there was non-attendance from Candidates A, D and E.

It was proposed by Cllr Wright, and seconded by Cllr Beach with all in favour, it was RESOLVED to accept H Richardson (Candidate B) as a new member of NWTC. Declaration of Acceptance form signed.

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

Clerks Report and Action Log received

Woodville Park drainage has been completed, looking to plant trees.

Nelson Road Park has been cleared also – liaise with Cllr Leith for tree planting [**Action WM**]

Easter Hunt (approved), Fun Day (pending) and Beer festival (approved) EMPs all in.

Cllr Covell raised concerns about noise of Beer Festival. The decibels were within the levels of NNDC requirements. Cllr Dibben requested an EHO from NNDC at the Beer Festival.



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6. TO RECEIVE MAYOR'S ANNOUNCEMENTS

None

7. OPEN FORUM FOR PUBLIC PARTICIPATION

7.1. District Councillors – Cllr Gray – Bins at the entrance to the Churchyard update, the land behind it is ecclesiastic land, the PCC agrees that it is a 'perfectly acceptable use of land' for bin storage. Building Regulations will be visiting businesses to suggest that the bins are moved to the new area. NWTC will be approached at a later date to provide some bin covers, perhaps decorated by school children. Some bricks/slabs in the Market Place have been reported and will be dealt with, perhaps get the street re-inspected.

Cllr Shires – NCC met this month and voted in a majority to go for 'fast track' devolution and go on the priority list. Devolution is a national mandate. Still not heard regarding the elections. Local Government Re-organisation (LGR) is a different issue than devolution. This has been proposed on a money-saving, and logistical basis. Indicated that LGR will happen in North Norfolk, may change how Town Council's are viewed. Not enough is known at this time. Second Homes Council Tax increase was agreed 2 years ago at NNDC, delays meant they couldn't impose it until now. NCC will be giving NNDC a portion of their funds to meet the housing crisis. NNDC budget has balanced, savings have been made and this will continue over the next 3 years. Thank you for sorting the Woodville Park drainage, this has been a long-standing issue. The indication is that the government will not take on any debts, the new unitary authority will take all the debt burden.

7.2. County Councillors – Cllr Penfold – Congratulations for Cllr Richardson's new appointment. Update on the roadworks at Norwich Road by-pass. Issues with official diversion routes, and local traffic using New Skeyton Road and Aylsham Road. Highways will be putting some 'Pedestrian's in Road' signs along these roads. Highways have been asked to come to a public engagement morning, however they are reluctant at this stage. Wendy Murphy raised concerns about pedestrians not using the crossings correctly, Cllr Penfold was aware and will check with Highways. Updates requested regarding the roadworks so that we can share publicly.

7.3. Police – none.

7.4. 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)

Spenser Avenue drains issue raised, and barriers keep falling over. Cllr Shires stated it has been inspected, and the work has been raised for repair. Not an easy repair, expensive, and the last meeting held was in November, updates to follow.

Rob Murphy – NW Childrens Day – Children's Day awarded 9th out of 205, with the Beer Festival coming 13th. Asked if Cllr Wright would be in the stocks this year again. Questions regarding car parking. New attractions ready for this year's event.

8. FINANCE

8.1 It was proposed by Cllr Wright and seconded by Cllr Seward with all in favour to approve the expenditure since December.

8.2 Bank Reconciliation received. Make sure to attach bank statements moving forwards – blank out wages information. Require quarterly forecasts (expenditure and income vs budget) as per Financial Regulations. As coming to the end of Year One, we also will need a 3-year forecast, and summary of payments as per Financial Regulations.



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9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1. Correspondence:

Letter from Mr Wayne Beauchamp moved to Part 2 as per Cllr Dibben.

9.2. 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)

Electrician is looking at the outstanding electrical reports, as well as the Compound, Parks, Clock Tower and Market Place. Some better more efficient lighting installed in various locations.

All defibrillators are being checked as well.

10. EVENTS WORKING GROUP

Minutes and recommendations received.

It was proposed by Cllr Beach and seconded by Cllr Spall and all in favour to approve recommendation to join social media platforms Instagram and Nextdoor. **[ACTION JD]**

It was proposed by Cllr Wright and seconded by Cllr Spall and all in favour to approve recommendation to purchase full page space within Just North Walsham each month, but also look at other publications.

[ACTION JD]

It was proposed by Cllr Dibben and seconded by Cllr Covell and all in favour to approve recommendation for Street Feast/Picnic Party event, with a cap of £3000. If additional funds required, will need to come back to Full Council. **[ACTION JD]**

It was proposed by Cllr Dibben and seconded by Cllr Wright and all in favour to approve recommendation of getting quotes for widening the gateways at/improving access to Trackside Park. **[ACTION WM/D&A]**

Cllr Covell suggested signs on Trackside of 'No Motorbikes.' **[ACTION WM/D&A]**

Final item was not discussed regarding what financial support/donations NWTC could provide to local groups and Charities.

11. REVIEW HEALTH AND SAFETY AUDIT AND AGREE ACTIONS, INCLUDING CRONER'S REVIEW AND UPDATING OUR HEALTH, SAFETY AND COSHH RISK ASSESSMENTS

Health & Safety Audit received. Cllr Brand gave an update on the issues, and on actions already taken. Cllr Seward reminded the council of the legal implications of not following proper procedures.

12. REVIEW OF PROGRESS ON FINANCE AUDIT PLAN

12.1 Action plan received.

12.2 It was proposed by Cllr Dibben and seconded by Cllr Wright with all in favour to approve externalising payroll to Norfolk ALC. **[ACTION WM]**

12.3 It was proposed by Cllr Dibben and seconded by Cllr Wright with all in favour to approve externalising pensions analysis, potentially to Norfolk ALC. **[ACTION WM]**

12.4 It was proposed by Cllr Dibben and seconded by Cllr Wright with all in favour to approve pension reserve allowance of £100K.

[ACTION WM]

13. TO RECEIVE AND AGREE THE MEMORANDUM OF UNDERSTANDING FOR THE WAR MEMORIAL PARK

Document received.

It was proposed by Cllr Dibben and seconded by Cllr Brand and all in favour to approve the document.

[ACTION WM]



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It was proposed by Cllr Spall and seconded by Cllr Dibben with all in favour to approve extending the meeting beyond 2 hours.

14. TO AMEND THE TERMS OF REFERENCE FOR FINANCE AND D & A COMMITTEES AND APPOINT MEMBERS TO THE D&A COMMITTEE VACANCIES

It was not resolved to amend TOR's.

It was proposed by Cllr Wright and seconded by Cllr Spall to accept Cllr Richardson onto the D&A Committee.

[ACTION WM/JD]

It was proposed by Cllr Seward and seconded by Cllr Beach to accept Cllr Brand onto the Finance Committee.

[ACTION WM/JD]

15. TO AGREE ADDITIONAL WORKNEST COSTS REGARDING INVESTIGATIONS

Moved to Part 2.

16. TO RECEIVE AND REVIEW DAA AUDITS

DAA audits received and referred to D&A Committee regarding lighting and signage. **[ACTION D&A]**

17. TO AGREE IOSH QUOTES

Quotes received and it was agreed to split costs with another council. Bring back to Full Council. **[ACTION WM]**

18. TO REVIEW AND RESPOND TO PLANNING APPLICATIONS

PO/24/2717 (Mundesley Road) will be discussed at the meeting 5th February

PF/24/2591 2 Burton Avenue – No objection

PF/24/2659 23 Nelson Road – No objection

RV/24/1794 Sainsburys - "We note the improvements in the timings for the extended opening period, however if Environmental Health Officers still have concerns, eg, noise monitoring, then we maintain our objection."

[ACTION JD]

19. 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)

Solar Light for Cedar House

OWL

Neighbourhood Plan

[ACTION WM]

20. DATES OF FORTHCOMING MEETINGS

D & A Meeting 28th January at 9.00pm (after Full Council)

Public Open Day, Cedar House Monday 3rd February 10am – 2pm to look at plans etc for Mundesley Road

EO Full Council – Planning re Mundesley Road - Wednesday 3rd February 7pm

Finance – Thursday 7th February - cancelled

Events & Tourism Working Group – Thursday 13th February 6.30pm

Full Council – Tuesday 25th February 6.30pm

Signed:

Date:



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21. 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

Staffing updates received.

Part 2 Confidential:

9.1. Correspondence discussed.

15. It was proposed by Cllr Wright and seconded by Cllr Spall with all in favour to approve additional £3600 Worknest costs, but this is capped at £5000 gross.

21.1. It was proposed by Cllr Wright and seconded by Cllr Brand and all in favour to approve a cultural review from Croner. **[ACTION WM]**

21.2. It was proposed by Cllr Seward and seconded by Cllr Brand and all in favour to approve JD position of Assistant Clerk from 01.02.2025. **[ACTION WM]**

21.3. It was proposed by Cllr Seward and seconded by Cllr Brand and all in favour to approve temporary Office Administrator. **[ACTION WM]**

21.4 It was proposed by Cllr Dibben and seconded by Cllr Beach with a majority vote, for the Clerk to contact Norfolk ALC to see if a locum RFO would be available to cover. **[ACTION WM]**

The meeting closed at 21.30