



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 25th February 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

Present:

Town Councillors:	CLlr Wright (Chair)	CLlr Dibben
	CLlr Spall	CLlr Richardson
	CLlr Covell	CLlr Seward

District Councillors: CLlr Leith, CLlr Gray

County Councillor: CLlr Penfold

Town Clerk: Wendy Murphy

Members of Public: 10 + 2 members of staff

The meeting opened at 18.30.

1. APOLOGIES FOR ABSENCE

CLlr Heinrich, CLlr Brand, CLlr Beach, CLlr Hester, CLlr Ginbey, CLlr Shires

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 Seward, and seconded by CLlr Richardson with all in favour, it was RESOLVED to accept the minutes of 28th January 2025.

It was proposed by CLlr Wright, and seconded by CLlr Richardson with all in favour, it was RESOLVED to accept the minutes of 5th February 2025.

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

Updates and Clerk’s report received.

It was highlighted that at the meeting on 28.01.2025 it was resolved to externalise payroll services, however this would mean amending employment contracts without consultation, so this cannot be outsourced for the next 12 months. Same for appraisals.

FOI will be uploaded onto the website. **[ACTION WM]**

.gov.uk email addresses are mandatory from April 2025 in the new JPAG. **[ACTION WM]**

5. TO RECEIVE MAYOR’S ANNOUNCEMENTS

None



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6. OPEN FORUM FOR PUBLIC PARTICIPATION

6.1. District Councillors – Cllr Leith – Discussed Greener Streets free trees initiative.

Cllr Gray – Meeting with refuse company to move bins coming in the next couple of weeks. Requested placement of removable bollards to the entrance of St Nicholas Church from the Market Place. Police have been in Market Street dealing with excess flows of traffic. NNDC budget update.

6.2. County Councillors – Cllr Penfold – NCC elections in May have been postponed. Norfolk and Suffolk have been accepted into the Fast Track scheme for Devolution. NCC and NNDC will be abolished and replaced with new Unitary Authorities with a Norfolk/Suffolk Mayor. These changes are currently timetabled to be complete within around 3 years. NCC budget increased by 3.99%.

Highways update – Norwich Road works are progressing ‘very well’. Stage 3 is due to finish on time. Grammar School Road works are due to finish on time too. Highways will be exploring adjusting signage for Market Place.

6.3. Police – None

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)

Diversion signs and cones for Grammar School Road/Norwich Road works are now nearly back in the middle of the junction again. WM to speak with Highways Safety Officer. **[ACTION WM]**

7. FINANCE

7.1 It was proposed by Cllr Wright and seconded by Cllr Seward, with all in favour to approve the expenditure since January meeting.

8.2 Bank Reconciliation received.

8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

8.1. Correspondence

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)

None

9. TO DISCUSS AND AGREE RECOMMENDATIONS FROM E&T WORKING GROUP

Minutes and recommendations received.

9.1 It was proposed by Cllr Wright and seconded by Cllr Spall, with all in favour to agree that NWTC support a local group to join the procession by application process. **[ACTION JD]**

9.2 Easter Egg Hunt discussed. Yard Sale discussed.

9.3 It was proposed by Cllr Wright and seconded by Cllr Covell, with all in favour to agree the new postcards to be produced to promote our events, but also include other local regular events, budget of £500. **[ACTION JD]**

10. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 24TH FEBRUARY 2025

None

11. TO CONSIDER USE OF TENNIS COURTS FOR COACHING AND AGREE IF A CHARGE IS TO BE MADE

Tennis Courts were completed with Lottery funding so NWTC cannot charge for them. The tennis courts need cleaning to be safe. In principle NWTC want to encourage use of these tennis facilities. It was proposed



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by Cllr Wright and seconded by Cllr Wright, with all in favour to exploring a booking/fob system similar to the Bowls Club and taking to D&A. **[ACTION WM]**

12. TO DISCUSS AND CONSIDER FORMING A NEIGHBOURHOOD PLANNING WORKING GROUP

NWTC would be able to get a grant to get a consultant to assist the Working Group. Investigate consultants and return to Full Council WM to contact previous members. **[ACTION WM]**

13. TO DISCUSS AND AGREE STAFF CARRYING OUTSTANDING HOLIDAY OVER TO THE NEXT FINANCIAL YEAR

It was proposed by Cllr Wright and seconded by Cllr Spall, with all in favour to approve carrying over outstanding holiday for staff into the next financial year only. **[ACTION WM]**

14. TO DISCUSS RE-ADVERTISING FOR CO-OPTION

It was proposed by Cllr Wright and seconded by Cllr Spall, with all in favour to agree re-advertising all 5 vacancies for Co-Option after 3rd March 2025. **[ACTION JD]**

15. TO DISCUSS ADDITIONAL WORKNEST COSTS REGARDING INVESTIGATIONS

Moved to Part 2.

16. ADOPTION OF RECOMMENDATIONS OF 2023 SLCC STAFFING REVIEW PLAN

It was proposed by Cllr Wright and seconded by Cllr Spall, with all in favour to adopt the recommendations of the 2023 SLCC Staffing Review Plan – 5 points in their Action Plan.

Open Day for public engagement on projects perhaps at Annual Town Meeting.

Cultural Review is beginning on Tuesday 4th March 2025.

[ACTION WM]

17. TO DISCUSS AND AGREE A LOCUM RFO TO COVER MATERNITY LEAVE

No RFO located, however potential to have a Projects RFO consultant.

It was proposed by Cllr Dibben and seconded by Cllr Spall, with all in favour it was RESOLVED to give the Town Clerk temporary delegated authority to bring in an external assistant for projects. **[ACTION WM]**

It was proposed by Cllr Seward and seconded by Cllr Wright, with all in favour it was RESOLVED that the Town Clerk remains the RFO temporarily, until the end of maternity leave.

18. TO DISCUSS AND AGREE JOB DESCRIPTION FOR FINANCE OFFICER AS AGREED

This was discussed and then moved to Part 2 for decision.

19. CLLR AND STAFF TRAINING AND DBS UPDATE

Cllr training recommended by Town Clerk – Full Council Training, Code of Conduct Training, etc. **[ACTION WM]**

DBS update received.

On going staff training.



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20. TO DISCUSS AND CONSIDER NORWICH ROAD NURSERY SITE AND NURSERY DRIVE

20.1 Street Lighting including unadopted roads and footpaths – more information required, seek clarity & original constraints from planning application. **[ACTION WM]**

20.2 Themes, or names for road names/numbering – approach the schools, as a project, to create a competition for naming the roads. **[ACTION WM]**

21. TO DISCUSS AND CONSIDER REPORT ON THURSDAY MARKET TRADERS

Report received.

Advertise for pop up/start up stalls, as we have x2 gazebos and tables.

It was proposed by Cllr Wright and seconded by Cllr Dibben, with all in favour it was RESOLVED to have the first month free for any new Thursday market stalls, with the second month half price. **[ACTION OFFICE]**

22. TO AGREE TO ADD A CYCLE SHELTER AT THE TRAVEL HUB AND TAKE ON THIS ASSET

It was proposed by Cllr Wright and seconded by Cllr Spall, with all in favour it was RESOLVED that NWTC will take on this asset with the addition of a bollard to protect the cycle shelter from damage. **[ACTION WM]**

23. TO DISCUSS AND AGREE PURCHASING AND USING AN 'OWL' FOR MEETINGS

It was proposed by Cllr Seward and seconded by Cllr Dibben, with Cllr Covell objecting, so by majority vote, it was RESOLVED to purchase an 'OWL' or similar for broadcasting meetings. **[ACTION WM]**

24. TO RECEIVE UPDATE REGARDING FINANCE AND H&S AUDITS

Updates received.

25. 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)

Neighbourhood Plan Working Party.

Co-Options.

Streetlights/Street naming.

26. DATES OF FORTHCOMING MEETINGS

Finance Committee – Tuesday 4th March 6.30pm

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

Development & Amenities – Tuesday 18th March 6.30pm

Full Council – Tuesday 25th March 6.30pm

27. 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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15. It was proposed by Cllr Seward and seconded by Cllr Wright, with all in favour to approve current Worknest invoices. Cllr Wright to keep a tight review on any extra work required. **[ACTION FINANCE/CLLR WRIGHT]**

27.1 It was proposed by Cllr Dibben and seconded by Cllr Wright with all in favour, it was RESOLVED to pay the additional sick pay as per the Greenbook. **[ACTION FINANCE]**

27.2 It was proposed by Cllr Wright and seconded by Cllr Dibben with all in favour, it was RESOLVED that Jess Page will become Finance Officer and to comply with SCP 18 as of 1st March 2025, as recommended in the 2023 SLCC Staffing Review. **[ACTION WM]**

27.3 It was proposed by Cllr Dibben and seconded by Cllr Spall with all in favour, it was RESOLVED to comply with SCP 2 for new Office Administrator (Maternity Cover). **[ACTION WM]**

An extension to the probation periods for Town Clerk and RFO was discussed. Cllr Wright to seek HR advice. **[ACTION CLLR WRIGHT]**

The meeting closed at 20.19

DRAFT