



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

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

Present:

Town Councillors: Cllr Wright (Chair) Cllr Dibben Cllr Heinrich
Cllr Spall Cllr Richardson Cllr Beach
Cllr Covell Cllr Seward Cllr Ginbey
Cllr Hester (18.40)

District Councillors: Cllr Leith, Cllr Gray (18.53), Cllr Shires

County Councillor: Cllr Penfold, Cllr Shires

Town Clerk: Jasmine Dewbery (Assistant Clerk)

Members of Public: 6 + 1 members of staff + Gemma Murphy from HR (joined via Teams at 19.45: Part 2)

The meeting opened at 18.30.

- APOLOGIES FOR ABSENCE** - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)
Cllr Brand, Wendy Murphy (Town Clerk)
- DECLARATIONS OF INTERESTS & REQUESTS FOR DISPENSATIONS** - (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 Wright – Phoenix Treasurer, Heritage & Information Centre
Dispensation: None
Pecuniary interests: None
- 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 Richardson with all in favour (Cllr Heinrich abstained), it was RESOLVED to accept the minutes of 25th February 2025, with the amendment of item 11: Proposed by Cllr Seward not Wright.
- TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**
Clerks Report received.
- TO RECEIVE MAYOR'S ANNOUNCEMENTS**
The Annual Town Meeting is coming up on Thursday 17th April at 6.30pm in Cedar House.
- OPEN FORUM FOR PUBLIC PARTICIPATION**
6.1. District Councillors:
Cllr Leith – Thanks to all involved in the Greener Streets project. A total of 420 saplings have been planted in North Walsham, with around 200 going to resident's front gardens and thanks to the Grounds team for helping to plant 100 hedge saplings in the local green spaces. Thanks to NWTC staff and NWIB for their support.



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Cllr Shires – The Local Plan final consultation is coming. There will be a public meeting held to discuss the impact of the Western development, and for feedback on the link road.

Cllr Gray – Update of the bins in the Churchyard, which the Grounds team have since cleared the rubbish in the allocated site. The headstones will not be moved.

6.2. County Councillors:

Cllr Penfold – Discussed Local Government Reorganisation and Devolution. There is a public forum everyone can participate in which closes mid-April, go to NCC website. Highways update: Norwich Road junction road works on track to finish mid-June. Aware of issues on Aylsham Road.

Cllr Shires – Awaiting costings for 4 issues to repair drainage which includes Spenser Avenue. Cllr Dibben requested that Cllr Shire write to affected residents. Potholes update. Thanks expressed to NWTC for helping to deal with the traffic issues via the SAM2 that was purchased. Cllr Shires aims to purchase another one in the next budget. Devolution discussed – the Mayor will have a precepting ability. Cllr Shires suggests this will be a saving for central government but not residents themselves. When local authorities are reorganised, it is likely that the encompassing areas council taxes will be equalised.

NWIB – Cllr Seward – Highways have left Grammar School Road in a good state, replanting and extra soil needed. Thanks to Highways for providing water which is gratefully received.

Mundesley Road development – Cllr Seward – the hearing is 8th April, and Cllr Seward will be representing NWTC’s views. A SAM2 has been placed on Lyngate/Mundesley Road. Other developers in the area have raised objections.

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)

Freedom of Information request from 20th February regarding costs of investigations/HR/etc – member of the public asked what resolution and any further costs. Chair confirmed this was being discussed in Part 2 of this meeting.

Several Highways issues reported including; Station Road round about, Pound Road drain cover, A47 changes awareness, Cromer Road.

Questions asked regarding donation to Phoenix Building (item 18), Cllr Shires explained that further fundraising is needed to complete the Studio project.

Member of the public asked if the SAM2 data can be published on the website, as other local authorities do. JD to discuss with Town Clerk. **[ACTION JD]**

7. FINANCE

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

7.2 Bank Reconciliation up to 28/02/2025 received. Cllr Seward stated the position of £516k in early March – with costs of new gaytor, Market Cross lights, Nelson Road etc absorbed, NWTC will be in budget and is forecast to have a small surplus. New financial coding structure and a revised budget will follow. **[ACTION WM]**

7.3 It was proposed by Cllr Wright and seconded by Cllr Beach, with all in favour to approve the Finance Reserves Policy draft. **[ACTION JD]**

7.4 It was proposed by Cllr Seward and seconded by Cllr Dibben, with all in favour to approve the Investment Policy draft. **[ACTION JD]**

7.5 Internal Scrutineers report received. Cllr Heinrich thanked WM/JP for the new format comprehensive system - simple, and more thorough.



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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)

WM and a member of the Grounds team helped move a victim of domestic abuse at the weekend in conjunction with NNDC.

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

E&T minutes received.

9.1 It was proposed by Cllr Ginbey and seconded by Cllr Beach, with all in favour to approve VE Day event.

9.2 It was proposed by Cllr Seward and seconded by Cllr Wright, with all in favour to approve purchasing and flying a Pride flag

9.3 It was proposed by Cllr Dibben and seconded by Cllr Beach, with all in favour to approve capped £3k budget for July Mini Music Festival.

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

10.1. PF/24/1874 Rifle & Pistol Club – amended plans – no comment.

10.2. ADV/25/0408 Fortune House, Laundry Loke – New signage – no comment.

10.3. PF/25/0580 8 houses Cherry Tree Lane – Cllr Seward noted the application, but we should ask for an extension and defer a response to the next meeting, when there will be responses from other parties, eg, Highways, local residents and ecological organisations. Cllr Heinrich recommend discussing with Cllr Shires. Put on the agenda next month.

[ACTION JD]

11. TO DISCUSS CORRESPONDENCE REGARDING MOVING THE BUS STOP ON NORWICH ROAD

Discussed – Cllr Shire to speak with Cllr Penfold. Cllr Shires asked for permission to be given by correspondent to forward the unredacted correspondence to deal with. [ACTION JD]

12. TO DISCUSS THE TOWN COUNCIL PAYING 50% OF THE FEE TO SET UP THE LEASE FOR THE HERITAGE CENTRE.

Rev. Warner confirms the Church will fund 50%.

It was proposed by Cllr Seward and seconded by Cllr Heinrich, with all in favour to approve the £720net figure (50% + Land Registry charge) to renew the lease. [ACTION WM]

13. TO RECEIVE QUOTES AND AGREE PURCHASING WELFARE UNIT AS PER H&S AUDIT RECOMMENDATIONS

It was proposed by Cllr Heinrich and seconded by Cllr Ginbey, with all in favour to approve £7,900net Quote A – NEW. [ACTION WM]

14. TO RECEIVE CULTURAL REVIEW REPORT AND AGREE TO ACCEPT RECOMMENDATIONS

Cultural Review report discussed – Cllr Wright felt priorities should be to appoint a Mental Health First Aider, and to form an Employee Engagement Forum (which would meet every couple of months to include staff and at 2 Cllrs which would rotate through the members).

It was proposed by Cllr Wright and seconded by Cllr Richardson, with all in favour to accept the report and action all of the recommendations.



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15. TO RECEIVE 2X QUOTES FOR STAFF FIRST AID COURSES AND AGREE ONE OF THEM

It was proposed by Cllr Wright and seconded by Cllr Dibben, with all in favour to approve quote from St Johns Ambulance for £975net. **[ACTION WM]**

16. TO NOTE THE DECISIONS MADE BY THE D&A COMMITTEE (MEETING 18.03.2025) AND MAKE ANY COMMENTS

Decisions noted.

17. TO DISCUSS CO-OPTIONS

Consensus to use the same interview panel etc as last round moving forwards. Advertise each month until all Cllr vacancies filled.

18. TO AGREE THE LICENSE FOR TOUCH SCREEN DEVICE INSTALLATION AT THE PHOENIX BUILDING, AND TO AGREE A NOMINAL DONATION FOR THE USE OF THE PHOENIX BUILDING

It was proposed by Cllr Beach and seconded by Cllr Heinrich, with all in favour to agree the license for the touch screen device on be installed at the Phoenix Building. Further costs, eg, electric usage are required to decide a donation – defer this to future meeting.

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)

- Neighbourhood Plan Working Party.
- Co-Options.
- Streetlights/Street Naming – Nursery Drive.
- FunDay Procession application process.
- Donation for Phoenix Building re installation of touch screen device.
- Reinstate the bench commemorating 100 years Fire Service. **[ACTION JD]**

20. DATES OF FORTHCOMING MEETINGS

- Events & Tourism Working Group – Thursday 10th April 6.30pm
- Finance Committee – Tuesday 15th April 6pm
- Annual Town meeting – Thursday 17th April 6.30pm *****NEW DATE*****
- Full Council Meeting – Tuesday 29th April 6.30pm
- Developments & Amenities Committee – Tuesday 13th May 6.30pm
- Annual Town Council Meeting – Tuesday 27th May 6.30pm

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

Outline given by GM (HR representative).
Cllr Wright reminded Cllrs about declarations of interest with respect to the matters being discussed.



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21.1.a It was proposed by Cllr Wright and seconded by Cllr Heinrich, with all in favour to accept the results from 2x Investigation reports produced by Worknest, and to agree to accept ALL HR recommendations.

21.1.b It was proposed by Cllr Seward and seconded by Cllr Heinrich, with all in favour to give authority to Cllr Wright and GM (HR) to negotiate staffing matters.

21.2 It was proposed by Cllr Wright and seconded by Cllr Dibben, with all in favour to offer SCP 4 pay scale for new Temporary Grounds position.

21.3 It was proposed by Cllr Wright and seconded by Cllr Beach, with all in favour to agree additional Worknest invoice for £375net for notetaking.

The meeting closed at 20.50

DRAFT