



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 27th May 2025 at Cedar House, 3 New Road, North
Walsham NR28 9DE

Present:

Town Councillors:	Cllr Wright (Chair)	Cllr Heinrich	Cllr Brand
	Cllr Seward	Cllr Richardson	Cllr J Reid
	Cllr Scannell	Cllr Welsh	Cllr Eastwick
	Cllr R Reid	Cllr Smith	

District Councillors: Cllr Gray, Cllr Shires

County Councillor: Cllr Shires

Town Clerk: Jasmine Dewbery (Assistant Clerk)

Members of Public: 9 + 1 member of staff

The meeting opened at 18.30.

1. ELECTION OF TOWN MAYOR

It was proposed by Cllr Seward and seconded by Cllr J Reid, with all in favour to re-elect Cllr Wright as Town Mayor. The Declaration of Office – Mayor was signed.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr Seward and seconded by Cllr Wright, with all in favour to elect Cllr Richardson as Deputy Mayor.

3. APOLOGIES FOR ABSENCE - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)

None

4. 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 Heinrich – Bittern Line.

Dispensation: Cllr Heinrich – NNDC Planning.

Pecuniary interests: None

5. TO APPROVE MINUTES OF PREVIOUS MEETING - (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 Heinrich, with all in favour to approve the minutes from Full Council meeting on 29th April 2025.

It was proposed by Cllr Wright and seconded by Cllr J Reid, with all in favour to approve the minutes from Extra Ordinary Meeting 13th May 2025.

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

Clerks Report received.



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7. TO RECEIVE MAYOR'S ANNOUNCEMENTS

NCC and NNDC have some funds to promote businesses in town along with trading support. NWTC will be working with them to facilitate this.

8. TO AGREE FOUR CO-OPTIONS

Co-Options will continue each month until all positions are filled.

It was proposed by Cllr Wright and seconded by Cllr Heinrich, with all in favour to co-opt the following new members: Laura Eastwick, Robert Reid, Roger Smith and Paul Welsh. The Declarations of Office were signed.

9. OPEN FORUM FOR PUBLIC PARTICIPATION

9.1. District Councillors:

Cllr Shires – NNDC annual meeting was held, with a new Chair and Deputy being appointed. Awaiting some planning applications to come through. Continuing to support people financially.

Cllr Heinrich – Planning updates: Cherry Tree Lane has no progress yet, awaiting reports. NW16: The Inspector has set out requirements including strengthened requirements for access and a roundabout. Timescale looks like August after paper modifications and then consultations.

Cllr Gray – Update on clearing space for bins in the Churchyard.

9.2 County Councillors:

Cllr Shires – Roadworks updates, Highways works Vs Utility works. Road repairs will be coming when the Norwich Road junction works are complete. Discussed issue with children in unsuitable school provisions and placements. Questions raised by Cllr Seward regarding the Worstead Recycling Centre. Cllr Shires to investigate.

9.2. Police:

Written report received. Crime is up in line with coming into the summer months.

9.3. 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)

Update from North Walsham Children's Day representatives: collected £3049 for charity this year split between St Nicolas Church and the Air Cadets.

10. APPOINT MEMBERS TO COUNCIL COMMITTEE'S FOR 2025/26 - (Standing Orders: 4h-Councillors can be on a maximum of 3 Committees)

10.1. It was proposed by Cllr Heinrich and seconded by Cllr J Reid, with all in favour to appoint the following to the Development and Amenities Committee: Cllr Seward, Cllr Smith, Cllr J Reid, Cllr Scannell, Cllr Richardson, Cllr Wright and Cllr Brand.

10.2. It was proposed by Cllr Heinrich and seconded by Cllr J Reid, with all in favour to appoint the following to the Finance and Grants Committee: Cllr Heinrich, Cllr Seward, Cllr R Reid, Cllr Smith and Cllr Wright.

10.3. It was suggested by Cllr Heinrich to abolish the Personnel Committee. This will be put on the agenda for June Full Council Meeting to be agreed.

External Group affiliations to be discussed in June Full Council Meeting. [WM]

11. REVIEW COUNCIL MEETING DATES for 25/26

It was proposed by Cllr Wright and seconded by Cllr J Reid, with all in favour to approve the meeting dates with the amendment of Finance meeting to 17th June. [WM]



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12. REVIEW COMMITTEE's Terms of Reference – each committee will review their own ToR's

It was proposed by Cllr Wright and seconded by Cllr J Reid, with all in favour to agree the Mayor & Deputy Mayors ToR's with the following amendment: to remove signing invoices as all councillors can now complete this task. [WM]

13. REVIEW POLICIES

- 13.1. Standing Orders – reviewed.
- 13.2. Financial Regulations – last reviewed July 24 – This will be reviewed by Finance Committee then return to Full Council, to include 'approved suppliers list'. [WM]
- 13.3. Delegation Scheme – Requires amendments to remove references to non-existent committees. [WM]
- 13.4. Code of Conduct – LGA model adopted 29.3.22 – reviewed.
- 13.5. Co-option Policy – reviewed.
- 13.6. Communication Protocol – reviewed.
- 13.7. Complaints Procedure – reviewed.
- 13.8. FoI publication scheme – reviewed.
- 13.9. Planning procedure – Requires amendment to reflect planning going to Full Council. [WM]

It was proposed by Cllr Seward and seconded by Cllr Heinrich, with all in favour to approve these policies including the noted amendments.

GDPR Policies

- 13.10. CCTV Policy – reviewed.
- 13.11. Information Audit – as per Freedom of Information Act 2000 – reviewed.
- 13.12. Retention & Disposal – as per Freedom of Information Act 2000 – reviewed.
- 13.13. General Privacy Statement – reviewed.
- 13.14. GDPR Policy – reviewed.

It was proposed by Cllr Heinrich and seconded by Cllr Brand, with all in favour to approve these policies.

Employment Policies – These are now included in the employee handbook

- 13.15. Disciplinary & Grievance – Acas model adopted 26.11.19
- 13.16. Equal, Diversity & Inclusion – Acas model
- 13.17. Absence and Sickness
- 13.18. Health & Safety
- 13.19. Starters & Leavers

Other Policies

- 13.20. Training & Development
- 13.21. Pension Policy – Norfolk Pension Fund model

These policies will be reviewed in the June Full Council meeting, following discussion on abolishing Personnel Committee.

Financial Policies

- 13.22. Financial Risk Management
- 13.23. Grant Award Policy
- 13.24. Investment Policy



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13.25. Reserves Policy

13.26. Internal Control Policy

These will be reviewed at the next Finance Committee Meeting.

Amenity Policies & Risk Assessments

13.27. Tree Management Policy

13.28. Grass Verge Policy

13.29. Outdoor Advertising Policy

13.30. Event Management Plan & Guidance

13.31. Event Annual Contract

13.32. Grass Cutting Risk Assessment

13.33. Grave Digging Risk Assessment

13.34. Handheld Machinery Risk Assessment

13.35. Market Operations Risk Assessment

13.36. SAM2 Risk Assessment

13.37. Workshop/Workspace Risk Assessment

These will be reviewed at the next Development & Amenities Committee Meeting.

Information & Security Policies

13.38. Community Engagement policy

13.39. Press & Social Media Policy

13.40. Website copyright notice

13.41. Website Accessibility Statement

13.42. Mobile Device Policy

13.43. Personal Mobile Device Policy

13.44. Photograph Copyright Release

13.45. Photograph Release Form

13.46. Use of Mobile Storage Devices

13.47. Information Security Incident Management Policy

13.48. Information Security Incidents Guide

These will be reviewed at the next Full Council meeting in June.

14. FINANCE

14.1. It was proposed by Cllr Seward and seconded by Cllr Wright, with all in favour to approve expenditure since April 24.

14.2. Bank Reconciliation up to 31/03/2025 received.

14.3. Summary of Receipts and Payments received.

14.4. It was proposed by Cllr Wright and seconded by Cllr Richardson, with all in favour to approve regular payments for 25/26.

14.5. It was proposed by Cllr Wright and seconded by Cllr Brand with all in favour to approve the 'approved supplier' list for 25/26 and add into Financial Regulations.

14.6. It was deferred until June Full Council meeting to agree NWTC Fee's for 25/26. Discussion around a non-standard burial fee and an increase in budget setting.



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15. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

15.1. Correspondence:

None

15.2. 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

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

Summary report received.

10.1 It was proposed by Cllr Wright and seconded by Cllr Scannell with all in favour to approve the recommended plans for VJ Day.

17. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 27th MAY 2025

As per item 9.1 for PF/25/0580 Cherry Tree – awaiting Highways comments.

17.1 PF/25/0896 23 Cromer Road – It was proposed by Cllr Wright and seconded by Cllr Brand, with all in favour to support this application.

18. 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)

18.1 Neighbourhood Plan Working Party – Cllr Heinrich reminded of the importance of this.

18.2 Abolishing Personnel Committee – as per item 10.3

18.3 External Group affiliations – as per item 10.

18.4 To agree NWTC Fee's for 25/26 – as per item 14.6.

18.5 PF/25/0896 – Cherry Tree – as per item 17.1.

18.6 Development/Assets/Risk/Strategic plan – potentially set up a Sub-Committee Advisory Group with ToRs.

18.7 Public consultation about what assets are needed and factsheet/list of authority owned assets for NWTC to pursue.

18.8 Review all Other Policies as per item 13.20-13.21.

18.9 Review all Information and Security Policies as per item 13.38-13.48.

19. DATES OF FORTHCOMING MEETINGS

Finance Committee – Tuesday 17th June 6.30pm

Full Council Meeting – Tuesday 24th June 6.30pm

The meeting closed at 19.26