



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 29th April 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 Beach
	Cllr Ginbey	Cllr J Reid	Cllr Scannell

District Councillors: Cllr Leith, Cllr Penfold, Cllr Shires

County Councillor: Cllr Penfold, Cllr Shires

Town Clerk: Wendy Murphy, Jasmine Dewbery (Assistant Clerk)

Members of Public: 6 + 2 members of staff

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 Dibben
- 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 Seward – North Walsham In Bloom, Paul Heinrich – planning applications.
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 Heinrich with all in favour, it was RESOLVED to accept the minutes of 25th March 2025.
- TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**
Clerks Report received.
Wendy Murphy (Town Clerk) has been asked to join the Norfolk SLCC executive committee.
- TO RECEIVE MAYOR'S ANNOUNCEMENTS**
Reminder about Children's Day.
- TO AGREE TWO CO-OPTIONS**
It was proposed by Cllr Wright and seconded by Cllr Beach with all in favour, it was RESOLVED to co-opt Terry Scannell and Julia Reid as new Councillors.
- OPEN FORUM FOR PUBLIC PARTICIPATION**
 - District Councillors:**



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 29th April 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

Cllr Shires – Focusing on assisting people struggling financially, particularly unable to pay rent or council tax. Yarmouth Road development update.

Yarmouth Road developers via Teams

Cllr Leith – Discussed Local Plan hearing. Update on future Greener Streets projects. A total of 420 trees were planted this year including some hedging.

Cllr Heinrich – Planning update regarding Mundesley Road. All relevant objections raised at the hearing, and alternative sites recommended. Colitshall issues also present an issue with Mundesley Road development.

(Cllr Seward) – Further update from planning hearing for Mundesley Road development. Suggesting a relief road around Colitshall.

7.2. County Councillors:

Cllr Penfold – Devolution and Local Government Reorganisation discussions still ongoing. Highways updates: Norwich Road junction works on track to be completed 23rd June. The mini round about and splitter will be reinstated at the top of Grammar School Road on completion. Millfield Road cones have been requested to be replaced and area cleaned. Cromer Road cones have improved traffic flow. Skepton New Road issues continue. Additional signage will be coming to highlight the restricted zone in the Market Place.

Cllr Shires - Discussed New Road closures as per public question. Discussed flooding issues at Lynfield Road and Bradfield Road. The legal team has been advised to proceed with purchasing the land necessary to combat the issue. Infrastructure collapse updates: Bradfield Road was resolved in March. Mayfield Way was resolved in April. Spencer Avenue and Leicester Close are proposed for June due to the ground being too wet currently. Flood report 2023 being investigated. Social care update.

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)

Questions regarding New Road closures (answered above).

8. FINANCE

8.1 It was proposed by Cllr Wright and seconded by Cllr Beach, with all in favour to approve the expenditure since March meeting.

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

8.3 Receipts and Payments summary received.

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1. Correspondence –

Letter regarding Post Office opening times – NWTC supports this but have no jurisdiction.

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)

Extra tree cutting at Cemetery £500

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

E&T summary report received.

10.1 It was proposed by Cllr Beach and seconded by Cllr Ginbey, with all in favour to approve NWTC taking on the Yard Sale previously run by North Walsham Play.



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 29th April 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

10.2 It was proposed by Cllr Wright and seconded by Cllr Richardson, with all in favour to approve NWTC taking on the Easter Egg Hunt previously run by North Walsham Play.

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

11.1 PF/25/0580 – It was proposed by Cllr Seward and seconded by Cllr Wright, with all in favour to object until Highways have clarified, although if going ahead NWTC does support a 2m fence.

11.2 PF/25/0792 – It was proposed by Cllr Wright and seconded by Cllr Ginbey, with all in favour to respond as no objection.

11.3 PF/25/0613 – It was proposed by Cllr Wright and seconded by Cllr J Reid, with all in favour to respond as no objection.

11.4 PF/25/0673 – Yarmouth Road developers' presentation via Teams. It was proposed by Cllr Wright, and seconded by Cllr Ginbey, with all in favour to support this application.

12. TO DISCUSS STREET LIGHTING ON NURSERY DRIVE DEVELOPMENT AND AGREE TO ADOPT LIGHTING TO BE INSTALLED BY DEVELOPERS, AND WHETHER NWTC WANTS ADDITIONAL LIGHTING ON SIDE STREETS

Cllrs reminded by Town Clerk that discussion of agenda matters should take place in the meeting and not via email.

Safety issues raised. Cllr J Reid advocated for women's safety. NWTC agree that these roads should be lit, but it is responsibility of NCC – Highways to install the lights. Discussion around setting a precedent for other developments.

13. TO AGREE QUOTE FOR BI-FOLDING DOORS IN THE OFFICE FOR £1100 TO CREATE A PRIVATE SPACE FOR CONFIDENTIAL MEETINGS ETC

It was proposed by Cllr Wright and seconded by Cllr Ginbey, with all in favour to agree this quote for the bi-fold doors.

14. TO ADOPT THE NEW VEXATIOUS COMPLAINTS POLICY

It was proposed by Cllr Brand and seconded by Cllr Heinrich, with all in favour to agree the Vexatious Complaints Policy.

15. TO DISCUSS, REVIEW AND AGREE WELFARE UNIT AS MORE EQUIPMENT/SERVICES ARE NECESSARY

It was proposed by Cllr Ginbey and seconded by Cllr J Reid, with all in favour to agree quote B (new) provided that any planning issues are resolved, and Anglian Water accept new plumbing.

16. TO RECEIVE AN UPDATE ON DBS APPLICATIONS, AND AGREE ANY ACTIONS NEEDED REGARDING OBSTACLES FACED

Updates received and forms given out to Cllrs who needed them. Support from office team offered to anyone needing technical assistance.

17. TO RECEIVE AND AGREE A GRANT APPLICATION FROM THE NORTH WALSHAM COMMUNITY NETWORK

It was proposed by Cllr Seward and seconded by Cllr Ginbey, with all in favour to accept this grant application.

18. TO DISCUSS AND AGREE ANY UPDATES REGARDING THE TENNIS COURTS



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 29th April 2025 at Cedar House, 3 New Road, North
Walsham NR28 9DE

Agreement to make up some signage designating timings (instead of locking courts) after contacting the other tennis coaches.

19. TO DISCUSS OPTIONS FOR MEN'S SHED VENUE

The issue was discussed, but unfortunately, NWTC do not own any property suitable to offer.

20. 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.

FunDay Procession application process.

21. DATES OF FORTHCOMING MEETINGS

Developments & Amenities Committee – Tuesday 13th May 6.30pm

Events & Tourism Working Group – Thursday 15th May 6.30pm

Annual Town Council Meeting – Tuesday 27th May 6.30pm

22. 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

22.5 To discuss a request from Police.

It was proposed by Cllr Brand and seconded by Cllr J Reid, with all in favour to agree 50% of request from Police.

22.4 To receive any other staffing updates.

Updates received.

22.3 To discuss Head Groundsperson position and agree pay scale and actions moving forward.

It was proposed by Cllr J Ried and seconded by Cllr Wright, with all in favour to agree pay scale and to advertise position.

22.2 To discuss temporary RFO position

Cllrs Beach and Ginbey left the meeting.

It was proposed by Cllr Brand and seconded by Cllr Richardson, with all in favour to agree Wendy Murphy to take on the role of Town Clerk/RFO and associated pay scale.

22.1 To receive confidential correspondence, and to discuss and agree outcome.

Correspondence received and discussed. Cllr Wright to seek advice from Croner.



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 29th April 2025 at Cedar House, 3 New Road, North
Walsham NR28 9DE

22.6 It was proposed by Cllr Wright and seconded by Cllr Heinrich with all in favour to accept the Worknest invoice as the final invoice.

The meeting closed at 21.20

DRAFT