



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 24th June 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 P Welsh
	Cllr R Reid	Cllr J Reid	Cllr L Eastwick
	Cllr R Smith		

District Councillors: Cllr Gray, Cllr Shires

County Councillor: Cllr Penfold, Cllr Shires

Town Clerk: Wendy Murphy

Members of Public: 1

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 Scannell
- 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: Cllr Eastwick – Agenda item 18
- 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 BW and seconded by PH and with all in favour, it was RESOLVED to accept the minutes of 27th May 2025. The minutes for 11th June 2025 will be presented at the next Full Council meeting.
- TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**
The Town Clerk gave verbal updates
- TO RECEIVE MAYOR'S ANNOUNCEMENTS**
The Mayor gave his announcements.
- OPEN FORUM FOR PUBLIC PARTICIPATION**
 - District Councillors:**

Cllr Shires – NNDC are focusing on 3 unitary councils, and meetings have been arranged with Town and Parish Councils to discuss next steps.

Cllr Gray – Speaking with residents at Angel Court, looking at the Bins in the churchyard and making an area for all the bins to be located. Spent time listening to Anglian Water and discussing leaks and though they claim they are the best, data has been requested, it appears that they lose through



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 24th June 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

leakages 182 million litres every day. This equates to enough water for every resident in North Walsham for 5 years.

Cllr Heinrich – Anglian Water have been challenged on water supply and sewage control as the town grows. They have no plans for this now but will have in the future. The Local Plan – the inspector is happy with the site at Mundesely Road but he has made it very clear that access must be by the main road via a roundabout.

6.2. County Councillors:

Cllr Penfold – The roadworks on Norwich Road have been completed on time with the safety team attending shortly to look at the right-hand land on Grammer School Road and the Keep Clear signs. Cromer Road will be closed shortly so Anglia Water can attend. The road through Felmingham to Aylsham will be closed from 21st July for approx. 4 weeks for resurfacing. There is a new community fund being launched on 21st July consisting of £5k for both County Councillors in addition to their 12k fund to assist with small local projects that have community impact, this is not limited to charities. The Focus is benefiting local communities such as sports, music and youth. £500 can be signed off by County Councillors, anything over this would need 50% match funding. The grants can be between £200 and £2,500. He confirmed he would look to see if the parish partnership scheme could be used to go towards widening the path at Kings Arms Street.

Cllr Shires – Cromer Road – There will be a temporary suspension of the one-way system whilst the road is shut. Pothole reporting has been suspended whilst the Norwich Road works were being completed. Cllr Shires will be inviting town councillors to walk their wards in her division to look at each area to see what needs to be reported. She has visited Mundesley Road, and the lines will be repainted, and some signs to say think pedestrian or think speed. The bollard in the Market Place is being repaired on Monday. Devolution (LGR) – NCC are focusing on one unitary Council that has been voted on recently.

6.3. Police – No report

6.4. North Walsham Rugby Club – The chairman came to the office to introduce himself and met with the Clerk and the Mayor A discussion was held on how NWTC can work with the Rugby Club and how they can integrate the club into the town going forward

6.5. 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)

No questions were presented.

7. FINANCE

7.1. As proposed by BW seconded by LE, with all in favour it was agreed to approve the expenditure since May meeting.

7.2. Bank Reconciliation up to 31/05/2025 were received.

7.3. Receipts and Payments summary was received.

7.4. An update was given by the Chairman of the Finance Committee

8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

8.1. Correspondence –

Letter was received regarding the flying of the Pride Flag – The Clerk will respond.

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



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 24th June 2025 at Cedar House, 3 New Road, North
Walsham NR28 9DE

9. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 29TH April 2025

PF/25/0896 – Cherry Tree – No further updates on the planning portal from Highways.

PF/25/1222 – 15 Bluebell Road – As proposed by JR and seconded by HR and all in favour it was agreed as a No Objection. PH abstained

RV/25/1199 – 34 Happisburgh Road – As proposed by JR and seconded by HR and all in favour it was agreed as a No Objection. PH abstained

10. TO AGREE TO DISBAND PERSONNEL COMMITTEE AND THE INTRODUCTION OF A STAFFING COMMITTEE AS AND WHEN REQUIRED

As proposed by BW and seconded by JR and all in favour it was RESOLVED to disband the Personnel Committee

11. TO REVIEW POLICIES

As proposed by BW and seconded by PB and all in favour it was AGREED to accept all policies as they are with the exception of 11.3 and 11.4 The policies will then be looked at in depth during the year and 2/3 policies will be brought to every meeting starting with 11.3 and 11.4

11.1 Training & Development – Acas model adopted 26.11.19

11.2 Pension Policy – Norfolk Pension Fund model

11.3 Community Engagement Policy

11.4 Press & Social Media Policy

11.5 Website Copyright Notice

11.6 Website Accessibility Statement

11.7 Mobile Device Policy

11.8 Personal Mobile Device Policy

11.9 Photograph Copyright Release

11.10 Use of Mobile Storage Devices

11.11 Information Security Incident Management Policy

11.12 Information Security

12. TO AGREE TO FORM A NEIGHBOURHOOD PLAN WORKING PARTY OR COMMITTEE AND ELECT INITIAL MEMBERS

As proposed by BW and seconded by JR and all in favour it was RESOLVED for the clerk to get some quotes for assistance with the Neighbourhood Plan. As soon as the first plan is signed off it needs to be reviewed again. It was agreed to look at asking for people from every area of the town and the public consultation that will be done in the summer will enable NWTC to achieve this. The Head Teacher will be asked to join along with Matt Smith. The Clerk will speak to Mal Gray for the information that he already has. JR, BW and LE will be on this group along with the clerk. This meeting will be arranged after the summer months.

13. TO REVIEW AND RE-APPOINT EXTERNAL GROUP AFFILIATIONS FOR 2025-2026

As proposed by BW and seconded by LE and all in favour it was Agreed to appoint the following councillors.

Poors Allotment Charity x 2 – LE and HR

Bittern Line Partnership x1 - BW

Safer Neighbourhood Action Panel (SNAP) – RS



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 24th June 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

14. TO RECEIVE AND AGREE ON THE REMOVAL OF BINS BEHIND THE BUSINESS'S IN THE CHURCHYARD AND TO CREATE A COMMUNAL BIN LOCATION

As proposed by BW and seconded by HR and all in favour it was RESOLVED to create a Communal area for bins– The Clerk will liaise with Cllr Gray and NNDC

15. TO AGREE TO FORM A STRATEGIC PLAN INCLUDING THE FORMATION OF ADVISORY COMMITTEE OR WORKING GROUP WITH TORS AND ELECT MEMBERS

This will be deferred until more information about community assets is received from NNDC

16. TO AGREE THE COST FOR PLAYGROUND WORKS

As proposed by BW and seconded by PB and all in favour it was Agreed that the clerk be given delegated authority to arrange for the playground works to be completed.

17. TO AGREE FOR CADENT INSTALLATION OF GAS GOVERNOR AT TRACKSIDE PARK

As proposed by PH and seconded by BW and all in favour it was agreed in principle to accept the installation of the gas governor – The clerk will go and get more information to bring back to a future meeting

18. TO AGREE TO THE COST OF REPLACING THE TOILETS AT THE PAVILION

LE left the meeting

As proposed by ES and seconded by BW and all in favour it was agreed to replace the toilets at a cost of £612

19. TO TO APPROVE AGAR for 24/25

19.1. To approve AGAR for 24/25

- Read out and approve Annual Governance Statement (Section 1)
As proposed by BW and seconded by RS and all in favour this was approved
- Approve Accounting Statements (Section 2)
As proposed by PW and seconded by ES and all in favour this was approved
- Accept AGAR Papers
As proposed by ES and seconded by BW the AGAR papers were accepted

19.2. To receive Internal audit report for 24/25 by Heelis & Lodge

These were received and will be put on the website – comments were noted.

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)
Community Asset Transfer

21. DATES OF FORTHCOMING MEETINGS

Development & Amenities committee meeting – Tuesday 17th July 6.30pm

Finance Committee – Monday 28th July 6.30PM

Full Council meeting – Tuesday 29th July 6.30PM



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 24th June 2025 at Cedar House, 3 New Road, North
Walsham NR28 9DE

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

The Clerk gave an update on staffing

The Clerk then left the meeting

A confidential letter from the Town Clerk was received and actions were agreed as proposed by PB and seconded by JR

The meeting closed at 20.24