



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

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

Present:

Town Councillors: B Wright (Chair) (BW) P Heinrich (PH) P Brand (PB)
E Seward (ES) H Richardson (HR) P Welsh (PW)
L Eastwick (LS)

District Councillors: M Gray (MG), L Shires (LS), P Heinrich (PH)

County Councillor: L Shires (LS)

Town Clerk: Wendy Murphy

Head Groundsman: James Dennis

Members of Public: 1

The meeting opened at 18.30.

1. **APOLOGIES FOR ABSENCE** - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)
J Reid (JR), R Reid (RR), T Scannell (TS)
2. **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)
LE Item 11
ES NWIB
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 BW and seconded by PH and with all in favour it was RESOLVED to accept the minutes of the Extra-Ordinary Meeting on 11th June 2025. It was proposed by BW and seconded by PB and with all in favour it was RESOLVED to accept the minutes of the Full Council Meeting on 24th June 2025.
4. **TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**
Clerks Report was received
The Clerk under delegated authority will send a report to planning / Local Plan re Mundesley Road
5. **TO RECEIVE MAYOR'S ANNOUNCEMENTS**
BW made the council aware that Gary Bull's funeral was 15th August at 11.00am. He also confirmed that he would be attending L Wheeler a former councillors funeral on 11th August.
6. **OPEN FORUM FOR PUBLIC PARTICIPATION**
 - 6.1. **District Councillors**
LS – A written report was included in the Agenda Papers. LS congratulated the council and its staff on the Mini Music festival which was well attended. The sink hole in Lister Close has been chased, a specialist drainage company is needed, and she is awaiting a timescale for this.



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MG – Some bins have been removed in the churchyard and is now looking tidier. He is waiting for the scaffolding to be removed from behind the chip shop and then he will be liaising with the Town Clerk to arrange the concreting of this area where the remaining bins will be housed.

PH – The Local Plan consultation is happening from next week until 2nd September. After this date the plan will go to the Planning Inspector who will decide whether to approve it by the end of the year.

6.2. County Councillors

LS – The safety team to see if there can be a right-hand sign on the road at Grammer School Road just before the roundabout.

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) None

7. FINANCE

7.1 As proposed by PH and seconded by PB and all in favour it was agreed to approve expenditure since June meeting.

7.2 Bank Reconciliation up to 30/06/2025 was received.

7.3 Receipts and Payments summary was received.

7.4 ES gave an update from the Finance Committee.

8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

8.1. Correspondence:

A letter regarding trees in St Nicholas Churchyard was read out and the clerk confirmed that she will be putting a request into planning for tree work to be done on the trees as they are in a conservation area

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 RESPONSES TO PLANNING APPLICATIONS UP TO 29TH April 2025

PF/25/0071– Cherry Tree – Update - this has now been approved.

RV/25/1316 – Hamilton House - No Objections

10. TO AGREE QUOTE FOR SEWAGE WORKS TO COMMENCE AT THE CEMETERY (WELFARE CONTAINER) AS PER QUOTE

As proposed by BW and seconded by PB and all in favour it was agreed to go ahead with the quote for £24,464.00 + VAT that had been received subject to drawings being submitted

11. TO AGREE QUOTE FOR FLOORING IN THE PAVILLION

LE left the meeting

As proposed by BW and seconded by HR and with all in favour it was agreed to accept the quote for £1191.67 + VAT for new flooring

12. TO AGREE WHICH QUOTE FOR ADVERTISING BOARD AT SUPERMARKET



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LE returned to the meeting

This item was deferred so that the Clerk can gather more information.

13. TO DISCUSS PROPOSAL FOR LGR COMMUNITY ASSETS TRANSFER

Assets were discussed and it was agreed not to look at Street Lights and Commercial Units. A proposal is expected to be required by the end of August. The Finance Chairman and the Clerk will meet to discuss the implications of taking on Assets and if needed the Clerk will call an Extra Ordinary meeting in August

14. THE INTERNAL AUDIT WAS RECEIVED

15. TO RECEIVE UPDATE FROM D & A COMMITTEE AND RATIFY DECISIONS

As proposed by BW and seconded by PH and with all in favour all decisions were ratified

16. 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

Action Log

17. DATES OF FORTHCOMING MEETINGS

RECESS - August

Finance Committee – Tuesday 15th September 2025 6.30pm

D & A Committee – Tuesday 16th September 2025 6.30pm

Full Council – Tuesday 30th September 2025 6.30pm

18. 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

Staff appraisals were discussed, and a plan was put in place. The Clerk will investigate the details for a Deputy Groundsman.

The meeting closed at 20.40