



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 30 September 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

Present:

Town Councillors:	B Wright (Chair) (BW)	P Heinrich (PH)	T Scannell (TS)
	E Seward (ES)	H Richardson (HR)	P Welsh (PW)
	L Eastwick (LS)	J Reid (JR)	R Reid (RR)

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

County Councillor: L Shires (LS)

Town Clerk: Wendy Murphy

Members of Public: 2

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)
P Brand, R Smith

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)
BW Item 13 Markets

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 Full Council Meeting on 29th July 2025

4. **TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA** Clerks Report/Matters arising

The Clerk confirmed that she had received the External Auditors Report and Certificate 2024/2025 from PKF Littlejohn stating they have been unable to complete their review work in time. This will come in due course and will be reported at the next full council meeting

The Clerk gave her verbal report.

5. **TO RECEIVE MAYOR'S ANNOUNCEMENTS**

BW will be attending Memorial Services in November

6. **OPEN FORUM FOR PUBLIC PARTICIPATION**

6.1. District Councillors

LS - had already submitted her report which was included in the agenda pack. A verbal report was given on LGR and NNDC had submitted a vote for 3 Unitary Councils and NCC had submitted a vote for 1 to the Government. She confirmed that there should be a public consultation next month to decide. Highways

Signed:

Date:

1 of 3



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have completed gas works on Cromer Road. The Clerk confirmed that she had correspondence that UK power networks will be working on Market Street Sunday 16th November and 23rd November 8.00-18.00. The taxi bays will need to be suspended. She will reply to ask if they can be positioned on Church Street instead

MG - The Bins in the churchyard have been changed and he is waiting for the scaffolding to be removed so the new bin storage area can be completed.

PH – The Local Plan consultation period has completed and is now with the Inspector. This is hoped to go to Full Council in December and be in place by January 2026

6.2. County Councillors

LS – She confirmed she will find out what the daily booking figures are for the Recycling facility at Worstead and if there has been a general increase in waste collections since the Wednesday Closures.

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)

A Member of Public shared a folder that has been put in place by North Walsham Business Association. They are forming as a charity to be able to receive grants to help the business and footfall for North Walsham. It was also asked if there could be more recycling banks around North Walsham. The Clerk will look into this.

7. FINANCE

7.1 As proposed by BW and seconded by ES and with all in favour it was agreed to approve expenditure since July meeting.

7.2 The Bank Reconciliation up to 30/08/2025 was received.

7.3 The Summary of Receipts and Payments were received

7.4 As proposed by ES and seconded by BW and with all in favour the recommendations from the minutes of the Finance Committee 28th July 2025 and 15th September 2025 were agreed.

8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

8.1. Correspondence:

Electric Vehicle Infrastructure correspondence was received

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)

2 Grants applied for and granted. £5,000 Love your Market Town (Christmas Lights) and £9218.75 Town Ambition Programme "Explore North Walsham" (Delegated Authority during recess)

9. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 30th SEPTEMBER 2025

Response made to planning re Local Pan and Mundesley Road under delegated authority

10. TO RECEIVE MINUTES FROM D & A COMMITTEE AND AGREE RECOMMENDATIONS

As proposed by BW and seconded by JR and with LE abstaining and with a majority vote the recommendations from the D&A meetings held 17th July 2025 and 16th September 2025 were agreed.



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11. TO AGREE FOR THE CLERK TO HAVE DELEGATED AUTHORITY TO PUT A 3 YEAR CONTRACT IN PLACE FOR ELECTRICITY

As proposed by JR and seconded by HS and with all in favour this was agreed.

12. TO AGREE IF THE RED SWING AT TRACKSIDE WHICH HAS A CRACK IN THE FRAME BE REMOVED AND IF THIS SHOULD BE REPLACED

As proposed by BW and seconded by TS and with all in favour it was agreed for the swing to be removed. The clerk will get quotes for replacement

13. TO RECEIVE AND AGREE EVENTS PROPOSALS FOR 2026

As proposed by BW and seconded by HR and with all in favour all events were agreed. The Car Boot dates were agreed including an October date. It was agreed that the Sunday Market should be left as it is and the Clerk confirmed that she would be looking at ways to promote this.

14. TO RATIFY THE DECISION TO APPLY FOR A GRANT FOR £9218.75 FOR "EXPLORE NORTH WALSHAM" WEBSITE AND SOCIAL MEDIA PROMOTION. TO AGREE ONGOING COSTS FOR THIS PROJECT WILL BE SUPPORTED BY THE COUNCIL PAST THE INITIAL AWARD PERIOD

The Clerk has applied for a grant from NCC Town Ambition Programme and has been successful in securing £9218.75. As proposed by BW and seconded by RR and with all in favour it was agreed to accept the project for Explore North Walsham Website and social media promotion. The setup fee is £14,750.00 gross, the council agreed to fund 25% of this project and ongoing costs which would include website hosting fees, maintenance and new content looked after by office staff

15. TO AGREE THE MISSING AND FOUND CHILD PROCEDURE FOR EVENTS

This was deferred until October meeting

16. TO CONSIDER AND AGREE ANY PARISH PARTNERSHIP SCHEMES FO 2026/27

As proposed by ES and seconded by PH and with all in favour it was agreed that this could be used for a bus shelter at Aylsham Road. The clerk will speak to highways to see if this is feasible

17. TO RECEIVE CORRESPONDENCE AND AGREE ANY DONATIONS TO HOLIDAY ACTIVITIES AND FOOD PROGRAMME

The clerk will respond and ask for a grant application to be filled in

18. TO RECEIVE CORRESPONDENCE AND AGREE TO SUPPORT THE RAF AIR CADET PARADE

As proposed by BW and seconded by JR and all in favour it was agreed to support this parade.

19. TO RECEIVE AND AGREE TO ADOPT THE BLUEBELL POND RISK ASSESSMENT

As proposed by RR and seconded by PH and all in favour it was agreed to adopt the Bluebell Pond Risk Assessment. The Clerk will put a post on social media to thank the volunteers for their hard work in clearing the pond this year.

20. TO DISCUSS NEIGHBOURHOOD PLAN AND APPOINT COUNCILLORS TO A WORKING PARTY

As proposed by JR and seconded by RR and with all in favour it was agreed to postpone until the Local Plan comes out. The need for a Neighbourhood Plan will be reviewed annually.



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- 21. 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)

Budget

Policies

Devolution Parish/Town Councils

- 22. DATES OF FORTHCOMING MEETINGS**

Full Council – Tuesday 28th October 2025 6.30pm

Finance Committee – Tuesday 4th November 2025 6.30pm

Development & Amenities – Tuesday 18th November 2025 6.30pm

Full Council – Tuesday 25th November 2025 6.30pm

- 23. 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**

- 24. TO DISCUSS PROPOSAL FOR LGR COMMUNITY ASSETS TRANSFER**

The clerk gave information and running costs for assets. ES and the clerk will meet with LS to discuss further and information to be taken to Finance Meeting. The Clerk will check if there will be any commuted sum available.

- 25. TO DISCUSS STAFFING UPDATES**

As proposed by BW and seconded by JR and all in favour it was agreed for the Clerk to have delegated authority to employ a Temporary Groundsman if needed

- 26. TO DISCUSS CORRESPONDENCE FROM SOLICITOR**

Correspondence was received and no further action was needed

The meeting closed at 20.46