



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 29<sup>th</sup> October 2024 at Cedar House, 3 New Road, North Walsham NR28 9DE

**Present:**

<b>Town Councillors:</b>	Cllr Wright (Chair)	Cllr Spall	Cllr Shires
	Cllr Beach	Cllr Gray	Cllr Heinrich
	Cllr Seward	Cllr Eastwick	Cllr Ginbey
	Cllr Hester	Cllr Bunton	

**District Councillors:** Cllr Shires, Cllr Gray, Cllr Leith

**County Councillor:** Cllr Shires, Cllr Penfold

**Town Clerk:** Wendy Murphy

**Members of Public:** 1

The meeting opened at 18.30.

**1. APOLOGIES FOR ABSENCE**

Cllr Covell Cllr Brand Cllr Dibben

**2. DECLARATIONS OF INTEREST** - (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: PH Item 10,

Dispensation: BH item 10, LS item 16

Pecuniary interests: LE item 10

**3. TO APPROVE MINUTES OF PREVIOUS MEETINGS** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

As proposed by Cllr Wright and seconded by Cllr Hester and all in favour it was AGREED to approve the minutes 24<sup>th</sup> September 2024

As proposed by Cllr Wright and seconded by Cllr Ginbey and all in favour it was AGREED to approve the minutes 1<sup>st</sup> October 2024

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

Clerks Report/Action Log

The Clerk's report was received.

The Action Log was discussed and updated.

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

Cllr Wright confirmed he will be attending the Memorial Hospital, War Memorial Park and the Church to lay poppies for Remembrance Day

**6. TO RECEIVE UPDATES FROM INDIVIDUAL COUNCIL MEMBERS (for information only)**

No updates received

Signed: .....

Date: .....



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### **7. OPEN FORUM, FOR PUBLIC PARTICIATION**

#### **7.1 District Councillors –**

Cllr Heinrich confirmed that outline permission had been given for the 54 houses off Station Road. He confirmed that another £1k houses had been added to the proposed Local Plan.

Cllr Gray confirmed that he had represented North Walsham at the planning committee meeting at NNDC for the objection to the houses off Station Road. He had also been reporting potholes, abandoned vehicles and missed bin collections.

Cllr Shires confirmed that she had attended the LGA conference. She had been in discussion regarding devolution and combined mayoral authority for Norfolk and Suffolk. She confirmed that the government are looking at improving standards for councils and the are looking at suspension of councillors for poor behaviour. NNDC are looking at increasing car parking fees in line with inflation.

Cllr Leith confirmed that she was looking at introducing open gardens in June next year. She is also looking into a project for more street trees and to see if residents would be happy with planting a small tree in their front garden.

#### **7.2 County Councillors –**

Cllr Penfold confirmed that the work on Grammer School Road/Norwich Road should be starting on 6<sup>th</sup> January 2025 and should take between 20-24 weeks. There will be a new lane to turn left towards Stalham. He confirmed he met with the highways engineer, the Mayor, Cllr Shires and the Clerk to discuss the traffic coming through the marketplace and it was agreed that a yellow sign on the streetlamp post at the Hop Inn could be installed to say restrictions in place. He will wait for Highways to confirm that this is acceptable. He confirmed that signs will be installed on the Hornbeam Road car park shortly to indicate parking available, and he is now the Chairman of the Phoenix Group.

Cllr Shires confirmed that she has had a meeting with Highways at the Aylsham Depot, and she was unaware that they only had 4 staff to cover 70 parishes in the area. She confirmed that Highways will be writing to landowners to make them clear ditches to prevent flooding. Cllr Shires confirmed that Market Street is the 2<sup>nd</sup> highest income generator for NNDC and she was pleased to confirm that the path has been re-instated on Yarmouth Road. Cllr Shires confirmed that the police have fined somebody going through the marketplace and the Police & Crime Commissioner had come to North Walsham.

#### **7.3 Police –**

No report

**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) –

No comments made

### **8. FINANCE**

**8.1.** The income report since September meeting was

**8.2** As proposed by Cllr Heinrich and seconded by Cllr Ginbey and all in favour it was AGREED to approve the expenditure since the September meeting



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### 9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

#### 9.1 Correspondence

None received

9.2 **Clerk’s decisions** - (by either Financial Regulation 4.1-In conjunction with Council Chair / Deputy Chair or Committee Chair within budget under £1,000; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)

None

### 10. COMMITTEES

#### 10.1 To receive and agree recommendations from the Finance Committee

Reserves Policy – this is going back to Finance Committee for amendment and once done this will be adopted.

Investments - £100k to be invested in the CCLA account

Good Neighbours Donation - £1,000

Childrens Day Donation/Grant - £1,000

Tablets for Councillors – The Finance Committee agreed to not pursue this

As proposed by Cllr Seward and seconded by Cllr Wright and with a majority vote it was RESOLVED to accept these recommendations. Cllr Heinrich and Cllr Hester abstained from the vote.

Pavilion Insurance - £6,400.00

As proposed by Cllr Hester and seconded by Cllr Heinrich and with a majority vote it was RESOLVED to accept these recommendations. Cllr Eastwick abstained from the vote.

#### 10.2 To receive and agree recommendations from the Personnel Committee

Staff Handbook

Staff Contracts updated – Cllr Shires asked the clerk to find out about a consultation period with staff

Updated Absence Policy – included in handbook

Mobile Phone Policy – included in handbook

As proposed by Cllr Wright and seconded by Cllr Heinrich and with a majority vote it was RESOLVED to accept these recommendations. Cllr Gray abstained from the vote.

#### 10.3 To receive and agree recommendations from the Development and Amenities Committee

Trees in the Cemetery

Memorial Arch Lettering

As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was RESOLVED to accept the recommendations.

Dog Agility Park – it was agreed to defer this back to the D & A Committee to see if this can be at trackside instead



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New Gaytor for Grounds team – It was asked that the clerk to check costs for maintenance before the purchase and then for D & A Committee to agree this purchase

**11. TO RECEIVE AN UPDATE ON THE MARKET CROSS CLOCK AND MAKE ANY DECISIONS**

As proposed by Cllr Shires and seconded by Cllr Ginbey and with a majority vote it was AGREED to accept items 2 and 3 from the quote to repair the clock.

**12. TO RECEIVE A MEMORAL ALLOTMENTS REPORT AND AGREE AND DECISIONS**

As proposed by Cllr Seward and seconded by Cllr Wright and all in favour it was agreed to accept the Memorial Allotment report and work to the allotments to be carried out.

**13. TO APOINT MEMBERS TO ANY VACANT POSITIONS ON COMMITTEES**

This will be deferred until the next meeting.

**14. TO RECEIVE AND AGREE AMENDED SKILLS AUDIT**

The clerk confirmed that she had only 3 audits back. This will be reviewed next month.

**15. TO AGREE A REPRESENTATIVE TO BE ON THE CADETS STEERING COMMITTEE**

As proposed by Cllr Ginbey and seconded by Cllr Wright and all in favour it was RESOLVED that Cllr Hester would be the council's representative

**16. TO DISUSS THE WIDENING OF KINGS ARMS FOOTPATH AND MAKE ANY RECOMMENDATIONS**

It was discussed that one the Budget was agreed £10k would be put aside for this.

**17. 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

Remote Meetings

Parish Partnership – Norwich Road Crossing

**18. DATES OF FORTHCOMING MEETINGS**

Finance 11<sup>th</sup> November 2024

Development & Amenities 19<sup>th</sup> November 2024

Full Council 26<sup>th</sup> November 2024



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**19. 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 was asked to leave the meeting**

Need to ensure wellbeing and other staff meeting notes are on personnel files

Agreed to suspend Personnel committee during the investigation period. Personnel matters can be added to Full Council agenda

Agreed to appoint Worknest to investigate grievance by 2 members of staff

Noted that the clerks grievance has been passed to Monitoring Officer for investigation