



NORTH WALSHAM TOWN COUNCIL

Minutes of the Full Council Meeting

held on 10 December 2019, at the 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Sims (Chair); Cllr Felstead; Cllr Fryer; Cllr Harris, Cllr Heinrich; Cllr Hester; Cllr Melville; Cllr Murphy; Cllr Oakes; Cllr Wright;

District Councillor: Cllr Lloyd; Cllr Heinrich; Cllr Seward;

County Councillor: Cllr Seward

Town Clerk: Ms Shields

Members of Public: 1

The meeting opened at 19.00

1. APOLOGIES FOR ABSENCE

Cllr Bull (work); Cllr Choudhury (holiday); Cllr Jackson (family); Cllr Wheeler (no apologies); Cllr Clancy (no apologies); Cllr Gray (no apologies)

2. DECLARATIONS OF INTEREST

Personal interests: Cllr Hester and Cllr Wright – Item 8.4 (Medieval Event Grant); both Cllrs have been granted a dispensation to speak on this item, but not to vote
Cllr Sims item 7.1 (s106 McCarthy & Stone)
Cllr Murphy item 8.4 (Medieval Event Grant)
Cllr Hester item 7.2 (New Play Park proposal)
Cllr Wright item 9.2 (MOU report from MTI)

Pecuniary interests: None

3. TO APPROVE MINUTES OF PREVIOUS COUNCIL MEETING – emailed with Agenda

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

It was agreed to

- add to item 7.8 Standard GDPR statement - to be prepared by Cllr Heinrich
- amend 7.10 noise from Fireworks - from 'don't' to 'can't'

As proposed by Cllr Murphy and seconded by Cllr Melville, it was **RESOLVED** that with the above amendments the minutes of the Council meeting held on 26 November 2019 be agreed as a true record. The minutes were signed by Cllr Sims

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Clerks report attached)

As proposed by Cllr Melville and seconded by Cllr Murphy, it was **RESOLVED** that the gifted land sign be passed to the M&I Committee for decision on wording and font

5. PUBLIC FORUM

(For items on this agenda only - Standing Order 3e, Total duration 15mins max - Standing Orders 3f, Max 3mins per person -Standing Orders 3g, Questions don't require a response at the meeting - Standing Orders 3h)

Verbal report was received from a member of the public

- Precept - not happy with the increase from 385K to 417K which makes a rise of 6.44%

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- Byelaws - not happy that the discussion for revoking the byelaws was made with the exclusion of Public & Press in September
- Can costs for 7.4 be made public – minuted under 7.4
- Can costs for 7.6 be made public – minuted under 7.6
- Can a full explanation be given of the procurement process, from production of specification through to contract award, for item 7.6 – reply to be emailed
- How is the Vehicle Compound to be funded – answered under item 7.6 by Cllr Hester

6. TO RECEIVE MONTHLY REPORTS

6.1 Police (report attached)

6.2 District & County Councillors – Verbal

Cllr N Lloyd – District Council

- Cabinet approved procurement of new 10yr waste contract. NNDC have gone into partnership with Kings Lynn Borough Council and Breckland Borough Council. The contract should be approved by NNDC in Dec 2019 and following a 3 months mobilisation period, the contract should start 1 April 2020

Cllr P Heinrich – District Council

- Western extension - getting a working party together, looking at 10 months to get the first draft in place. They will refer to all the comments made in the consultation (800 pages). A Communication engagement strategy is in place to include all interested parties. NCC have not responded to the Local Plan request

Cllr E Seward – District/County Council

- Has agreed to stay and give a report in Part 2 on the Network Improvement Strategy and then leave so that Council can discuss
- Wetherspoons have written to NNDC to say they want a meeting and NNDC have invited them to Cromer, as yet they have no idea what the meeting is about.
- HSHAZ - the draft has been submitted; we are just waiting for a response. The final bid has to be in on the 20th Dec with a cabinet meeting on the 19th Dec finalising the position

6.3 Town Mayor – Verbal

- No report was received as the Mayor working offshore

7. MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL

7.1 To discuss ideas for the War Memorial Garden in accordance with s106 from McCarthy & Stone

It was discussed to use the agreed s106 of £32078.00, to renovate the War Memorial Garden. Ideas were; halving the original area, adding 2 war statues and 2 raised beds. If this doesn't use all of the monies, then we could also refurbishing Park Gates. Money will be distributed by NNDC.

As proposed by Cllr Harris and seconded by Cllr Murphy, it was **RESOLVED to call an extraordinary D&A meeting to discuss finer details with specific costs and bring back to Full Council**

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7.7 To appoint Internal Auditor for Year End Accounts 19/20

Roger Canwell has been our Internal Auditor for the last 4 years and the Council were happy to appoint him again for year-end accounts 19/20.

As proposed by Cllr Murphy and seconded by Cllr Melville, it was **RESOLVED to appoint Roger Canwell for Year End Accounts 19/20**

7.8 To discuss West Norwich Credit Union, using Council Offices (RS)

It was discussed that the interest on the loans was 3% a month, not a year as some Councillors perceived, making the APR 26.8%. It's a big Company and will be helpful to residents who can't get loans or store cards. In effect it is a more affordable pay day loan

It was agreed to defer the discussion to the next meeting, so Cllr Hester could investigate whether other premises are available

8. FINANCE

8.1 To approve income and expenditure for November 2019

As proposed by Cllr Melville and seconded by Cllr Murphy, it was **RESOLVED to approve**

8.2 To approve expenditure for December

No expenditure has been received to date

8.3 To receive internal scrutineers report for Quarter July-Sept

The one comment on the report was to have receipt numbers on the interment forms

8.4 To consider £5K grant for the Medieval event

This was agreed in principal at the Council meeting on 29.1.19, subject to further information. The newly constituted group Battle for North Walsham – 1381 Revisited, together with Black Knight Historical, are planning a 3day event which will include jousts, archers, peasants revolt re-enactment, banquet in the church, costume and school workshops etc. 120 reenactors have already signed up, a website for this is being developed at 1381nw.org

As proposed by Cllr Fryer and seconded by Cllr Felstead, it was **RESOLVED to agree to award £5K towards this event (to pay on receipt of invoice)**

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1 Attendance % sheet (attached)

9.2 MOU report from MTI group (attached)

Item 4 - Sculpture feature will be leased by RNW CIC, so future maintenance needs to be changed from NWTC to RNW

10. UPDATES

10.1 HSHAZ update for submission of final bid (BH & PO)

Draft bid was submitted on 6.12.19. The Town Council has asked to see what is included in the bid. It is still confidential at this moment in time and permission is being sought to make it available. NNDC will sign off the final bid by midnight on 20.12.19. An extraordinary meeting is to

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7.2 To consider New Play Park equipment proposal for Woodville

Funding is available for new equipment. Proposals for funding need to be submitted before the end of Dec 19. Proposed new equipment at Woodville will cost £25k plus 30% match funding. The Town Council could purchase the new swing set needed as part of the match funding.

As proposed by Cllr Harris and seconded by Cllr Murphy, it was **RESOLVED to support the funding proposal and approve the purchase of a new swing set costing £2,786.71 for Woodville**

7.3 To discuss Sunday Market Road Closures

NCC will no longer accept Sunday Rd closures on block and insist that we pay £37.64 for every Sunday Market. This is not cost effective, so it was suggested to move the market to a different area, suggestions were the Market Cross, the Precinct and the Churchyard

As proposed by Cllr Heinrich and seconded by Cllr Murphy, it was **RESOLVED to move the Sunday Market into the Precinct for a 6 months trial**. A meeting would be arranged with Cllr Hester, Cllr Wright and Nigel Clarke to plan out where the Market Stalls would be placed in the Precinct

7.4 To consider quotes for HR Consultants

3 quotes were considered - 2 companies required a minimum of 3yr tie in, and the other was an independent person who would charge for ad hoc use. Councillors were reminded that we already pay NP law £400 a year for 10 hours. It was agreed that to be compliant, we should get our HR policies checked by qualified consultants

As proposed by Cllr Hester and seconded by Cllr Fryer, it was **RESOLVED to accept the ad hoc quote at £65 per hour and only use as and when required**

7.5 To agree amendments to ToR's as per New Delegation Policy

7.5.1 Finance & Grants

7.5.2 Media & Information – add Youth Advisory Committee

7.5.3 Planning

7.5.4 Personnel & Governance

7.5.5 Development & Amenities

As proposed by Cllr Heinrich and seconded by Cllr Oakes, it was **RESOLVED to agree the amendments as per the New Delegation Policy**

7.6 To consider quotes for starting work on the Vehicle Compound

Cllr Hester answered the question asked in the Public Forum (item 6 5) 'How is the Vehicle Compound to be funded' – he stated "it has been included in the precept for the last 3 years."

5 quotes had been requested. 3 quotes had been received initially, but after the Clerk sent out the specific requirements for the piers and floating rd, 1 quote was resubmitted, 1 quote said they were unable to lay the permeable asphalt and the others submitted nothing.

Cllr Hester proposed that we accept the quote received as it had taken nearly 2 years to get to this far and we could ask for another 5 quotes and still not be any further forward. As proposed by Cllr Hester, seconded by Cllr Murphy and voted on by majority, it was **RESOLVED to accept the quote from JA Plant Hire & Groundworks of £18,840 for the Piers and Floating Road**

19:50 Cllr Harris left the meeting

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be called on 18.12.19 to share the information with the Town Council before the bid is submitted, as requested by the Chair. Any comments on the discussion will need to be emailed to Laura Blackwell by 14.00 on Thursday 19 Dec 2019

11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

11.1 Planning Committee under delegated powers – 26 November 2019

12. DATES OF FORTHCOMING MEETINGS AND EVENTS

12.1 Extraordinary Development & Amenities Committee – Wednesday 18 December 2019, 18.00 at 18 Kings Arms Street

12.2 Extraordinary Full Council – Wednesday 18 December 2019, 18.30 at 18 Kings Arms Street

12.3 Personnel & Governance Committee – Thursday 19 December 2019, 18.00 at 18 Kings Arms Street

12.4 Development & Amenities Committee – Tuesday 14 January 2020, 18.30 at 18 Kings Arms Street

12.5 Full Council – Tuesday 28 January 2020, 18.30 at 18 Kings Arms Street

12.6 Media & Information Committee – Tuesday 21 January 2020, 18.30 at 18 Kings Arms Street

12.7 Finance & Grant Committee – TBC

13. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

Standard GDPR Statement (PH)

West Norwich Credit Union, using Council Offices (BH)

14. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for confidential matters

15. TO DISCUSS NORTH WALSHAM NETWORK IMPROVEMENT STRATEGY DRAFT

Cllr Seward gave a report on the Network Improvement Strategy and then left the meeting for the Council to discuss.

Different ideas were discussed, and it was agreed that a summarised statement would be produced and emailed to NCC by 13.12.19

The meeting closed at 20.35

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Date:.....*22/1/20*.....