

NORTH WALSHAM TOWN COUNCIL
30 May 2017

Minutes of the Meeting of the Town Council held on 30 May 2017

Chair: Cllr S Stuckey

Town Councillors Present:

Cllr G Bull	Cllr P Edge
Cllr A Fryer	Cllr R Harris
Cllr B Hester	Cllr J Melville
Cllr R Murphy	Cllr M Seward
Cllr R Sims	Cllr D Turner
Cllr E Wheeler	Cllr J Witte

District Councillors Present:

Cllr N Lloyd Cllr E Seward

County Councillors Present:

Cllr E Seward Cllr J Timewell

The meeting opened at 19:30

Open to the Press and Members of the Public

The new Town Mayor gave a brief introduction to her aims for the year ahead (see Annex A), and announced that her nominated charities would be the St Nicholas Church WWI Memorial Window Restoration Fund and North Walsham Play.

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

Cllr Turner declared an interest in Item 4(f).

(b) Apologies for Absence

Apologies were received and accepted from Cllr Choudhury.

(c) Minutes of Town Council meetings

As proposed by Cllr Murphy and seconded by Cllr Bull, it was **RESOLVED**

That the minutes of the meeting held on 25 April 2017 be signed by the Town Mayor as a true record of that meeting.

2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

As proposed by Cllr Bull and seconded by Cllr Murphy, it was **RESOLVED**

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That the meeting be adjourned in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to permit public participation and external reports.

(a) Reports from District and County Councillors

District Cllrs Lloyd and County Cllrs Seward and Timewell gave verbal reports on recent issues (Annex B).

(b) Public participation

No members of the public were present who wished to comment.

As proposed by Cllr Seward and seconded by Cllr Witte, it was **RESOLVED**

That the meeting be reconvened.

3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

Details of meetings and events attended by the Town Mayor for 2016/17 are at Annex C. He had this morning donated cheques for £962.92 each to Carol Dunnell for the North Walsham Dementia Support Group and Rev Paul Cubitt for the St Nicholas Church WWI Memorial Window Restoration Fund, with the presentations taking place at the Cameo Café. Cllrs Murphy and Seward, to general acclaim, thanked Cllr Hester for what he had achieved in his year in office, and acknowledged the significant amount of money raised for his charities.

4 ITEMS REQUIRING DECISION

(a) Planning applications

As proposed by Cllr Murphy and seconded by Cllr Bull, it was **RESOLVED**

That in the rare instances where an extended period occurred between meetings (for example 9 and 30 May 2017) which meant no meetings were scheduled prior to the response deadline, delegated authority be given to the Chair and Deputy Chair of Planning, the Town Mayor and the Town Clerk to decide the Council's response to such applications in consultation with other Members.

It was noted that this occurrence would be very rare and would only affect minor applications. Major development applications had a longer consultation period. It was further noted that the Chair could call additional meetings if necessary.

(b) Town Strategy

The Town Clerk acknowledged that the draft was too long for a practical questionnaire that people would read. It was also noted that more detail was needed on education and health services, including the Cottage Hospital. Members were asked to email further comments/suggestions to the Town Clerk so that a final draft could be prepared.

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(c) Town Council Election

Discussion included the merits of issuing poll cards for the forthcoming West Ward election(s), and an acknowledgement that if two elections were held it could cost this Council nearly £7,000. As proposed by Cllr Sims and seconded by Cllr Hester, it was **RESOLVED** by majority vote

That poll cards would not be issued, and that the Town Clerk be asked to advise NNDC Electoral Services accordingly.

(d) Naming of 4/4A MARKET STREET

As proposed by Cllr Seward and seconded by Cllr Melville, it was **RESOLVED**

That NNDC be asked to name the paved area Church Approach.

(e) Vehicle storage/maintenance compound

As proposed by Cllr Bull and seconded by Cllr Murphy, it was **RESOLVED**

That a ground penetrating radar test be done at the proposed site in the New Cemetery to determine the placement of graves and remains.

As this was consecrated ground, the Town Clerk would seek permission for this from the Diocesan Registrar.

(f) Replacement fencing at Trackside

Only one quote had been received to date, although three had been sought and chased. As proposed by Cllr Bull and seconded by Cllr Witte, it was **RESOLVED**

To ask the Town Clerk to follow up the outstanding quotes a final time, and if not forthcoming that the quote from Norgate Builders for £7,800 be accepted.

(g) Resurfacing of unadopted road access to Woodville via Debenne Road

A decision was deferred pending further information from Cllr Harris and Proscappe. As the Council had already agreed to this work being done, and there was a health and safety issue that fell within the Town Clerk's delegated authority, it was agreed that this be taken forward by the Town Clerk as a matter of urgency.

(h) Requests to use the War Memorial Park

i. As proposed by Cllr Melville and seconded by Cllr Seward, it was **RESOLVED**

That North Walsham Play be granted permission to hold an Easter Egg Hunt in 2018

ii. As proposed by Cllr Melville and seconded by Cllr Bull, it was **RESOLVED**

That New Stages be granted permission to hold performances on the park on 23 July and 6 August 2017.

iii. As proposed by Cllr Bull and seconded by Cllr Sims, it was **RESOLVED**

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That the request from Warwick University Tennis Club to block-book the War Memorial Park courts from 31 July until 4 August be agreed, and that a low flat-rate charge of £150 be agreed to encourage such uses in future.

5 ITEMS FOR INFORMATION

(a) North Walsham Police

The Town Clerk had met with Insp Teresa Futter and representatives of Secure Defence (CCTV contractor) on 11 May 2017 to discuss the future siting of the CCTV unit and costs for relocation options. It was noted that the Council would still retain ownership of the kit if it was moved, and would continue contributing towards maintenance costs (this was already in the precept). Secure Defence had submitted quotes for three options for the police to consider.

(b) CCTV recorder/base unit and Vicarage Street Car Park incident

The base unit had now been returned following completion of the criminal investigation and court case, and would be reinstalled on 5 June. Great Yarmouth CID, who had led the investigation into the incident, had written a letter of thanks to the Council.

(c) Car park at the Hopkins Homes development on Norwich Road

District Cllr Lloyd was asked if he could seek information from NNDC officers about this, and advise the Town Clerk.

(d) Soil testing at Spa Common

A desk study had been completed, and the initial report suggested the reported "village dump" may be at the border or even on adjacent land. An intrusive study had been scheduled for 9 June. This would establish the extent of any contamination.

(e) Information Office

Furniture and leaflets had been moved into the new office, with one volunteer due to help sort this out during the course of this week. Cllr Melville was assisting with contacting volunteers.

(f) Precinct Sign

It had not been possible to establish what had happened to the original sign pointing to the precinct from Market Place. NNDC would be asked about finger posts for this and the toilets. Cllr Lloyd was asked to direct the appropriate NNDC department to the Town Clerk.

6 FINANCE

(a) Expenditure and receipts, April 2017

As proposed by Cllr Bull and seconded by Cllr Murphy, it was **RESOLVED**

That the Payments & Receipts report for April 2017 be approved. (Annex C).

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(b) Expenditure, May 2017 to date

As proposed by Cllr Bull and seconded by Cllr Murphy, it was **RESOLVED**

That the Payments report for May 2017 to date be approved and that cheques be signed. (Annex D)

(c) Internal Auditor's Report for the year ending 31 March 2016

The report was received. As proposed by Cllr Bull and seconded by Cllr Melville, it was **RESOLVED**

To ask the Town Clerk to investigate the suggestions made by the auditor in regard to bonds and the future of the business account.

(d) Annual Governance Statement 2016/17

This was read out as required, and each step approved. The return was then signed and dated by the Town Mayor.

7 REPORTS FROM COMMITTEES AND EXTERNAL ORGANISATIONS

(a) Reports from Council Committees:

- i. The minutes of the Markets Group meeting held on 2 March 2017 were received.

- ii. The minutes of the Development & Amenities Committee meeting held on 18 April 2017 were received.

(b) Updates from Council representatives to external organisations

Cllr Melville reported that SNAP had agreed with the police that traffic behaviour on Aylsham Road and Green's Road would be a priority for the coming quarter. SNAP had also asked for a second, younger member of the Council be appointed as a representative.

8 FORTHCOMING MEETINGS AND EVENTS

The following meetings and events were scheduled:

- a. Sunday 18 June 2017: Civic Service, St Nicholas Church
- b. Thursday 22 – Sunday 25 June 2017: Funday weekend
- c. Sunday 23 July 2017: Fun fair arrives at War Memorial Park
- d. Wednesday 26 – Saturday 29 July 2017: Fun Fair
- e. Sunday 13 August 2017: 3rd Annual Westover Vets Charity Dog Show

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9 **CORRESPONDENCE**

The Town Clerk had circulated the official notification of the new Norfolk County Chairman.

10 **ITEMS FOR NEXT AGENDA**

Appointing a Member to the Information Office
Appointment of Neech Loan Trustees
Dates for meetings including Standing Orders Sub-Committee
Policy on mobile phones/electronic devices
Update on Cemetery radar investigation and storage facilities

The meeting closed at 20:55

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