

# NORTH WALSHAM TOWN COUNCIL

## MINUTES of the TOWN COUNCIL MEETING

held on 24<sup>th</sup> April 2018

**Present:**

**Town Councillors** Cllr Stuckey (Chair), Cllr E Addison, Cllr P Edge, Cllr R Harris, Cllr B Hester, Cllr J Melville, Cllr R Murphy, Cllr D Turner

**District Councillor** Cllr V Gay

**Acting Town Clerk** Ms J Shields                      **Deputy Town Clerk** Ms T Foster

**Members of Public** 0

The meeting opened at 19.00

### **1 DECLARATIONS OF INTEREST**

Cllr E Addison - item 13a,      Acting Town Clerk - item 13a

### **2 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr G Bull (Work), Cllr R Mooney (family matters), Cllr E Wheeler (family matters) Cllr F Choudhury (work), Cllr M Seward (holiday), Cllr J Witte (Work), Cllr A Fryer (family matters), Cllr R Sims (Resigned)

### **3 TO AGREE MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

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

**That the minutes of the meeting held on 27 March 2018 be agreed as a true record**

### **4 TO ADJOURN THE MEETING FOR PUBLIC PARTICIPATION AND EXTERNAL REPORTS**

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

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

- **A verbal report was received from District Councillor V Gay regarding**

- Kier waste contract ending 2019
- Car park at the train station

- **Reports from Members of the Public**

No reports were received from members of the public

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

**That the meeting be reconvened**

### **5 TO RECEIVE REPORT FROM THE TOWN MAYOR**

The Town Mayor's verbal report included:-

- 15.4.18 – John Ward Civic Service at Thorpe St Andrew,
- 23.4.18 – Handing out rewards at Rotary Club meeting
- 20.4.18 – Handing out rewards to long standing helpers at the Community Centre's Christmas Dinner
- 24.4.18 – Handing out certificates for training at the Salvation Army,
- 7.5.18 – The Town Mayor is going in stocks for the Children's day event

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- 12.5.18 – Official Opening of Spec Savers

### 6 ITEMS FOR DECISION/DISCUSSION BY THE TOWN COUNCIL

a. **To consider New Boiler and Central Heating for Cemetery Lodge** – It was decided to defer this item dependant on the decision of item 6b.

b. **To consider Surveyors report for Cemetery Lodge** – suggestions mentioned were

- Getting a full survey report
- Putting it on the market
- Getting 3 quotes for the work and bringing back to full council for decision

As proposed by Cllr Hester and seconded by Cllr Addison, it was **RESOLVED**

**Obtain 3 quotes for building maintenance/repairs and take back to full Council for decision.** Julie/Daniel

c. **To consider surveyors report for Cemetery Chapel** –

- Structural repairs to the bell tower
- Replace guttering and clean brickwork
- Repair external cracks with helifix rods and re-point
- Fill internal cracks, stabilise and decorate

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

**To Cordon off Bell Tower asap and get 3 quotes for all other work required** Daniel

d. **To consider options for inscription on Market Cross** – Permission has already been given by highways to take up some cobble stones to erect a plinth with a plaque. Cllr Addison has agreed to look into external funding to help with costs. As proposed by Cllr Turner and seconded by Cllr Harris, it was **RESOLVED**

**To go with option 1 – have a mounted plaque sign placed near the original stone with its history and actual wording.** Fi

e. **To consider Town Strategy – Town Council** – To defer to next meeting 29.5.18

f. **To consider Town Strategy – Local Plan** – To defer to next meeting 29.5.18

g. **To consider Town Strategy – Pedestrianisation** – To defer to next meeting 29.5.18

h. **To consider Town Strategy – Research arising**– To defer to next meeting 29.5.18

**To suspend standing order 7a (A resolution shall not be reversed within 6 months) for item 6i(a-s)**

i. **To adopt Terms of Reference, Standing Orders and Policies** - As proposed by Cllr Edge and seconded by Cllr Hester, it was **RESOLVED**

**To adopt the new Terms of Reference, Standing Orders and Polices and continue to update as necessary**

**Cllr Addison wanted it noted that in her opinion**

- The Development & Amenities and Media & Information ToR's should mention non-councillors as well as Councillors **(ToR's have been amended accordingly)**

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- That committees shouldn't be able to make decisions on new spends within their budget
- All grants should go to Full Council for decision and not the Finance and Grants committee

Cllr Murphy left the meeting at 19.40

### **7 CORRESPONDENCE AND ITEMS FOR INFORMATION**

- Action Log for April
- Training & Events for June

### **8 FINANCE**

- To receive and approve payments and receipts for March 2018** - As proposed by Cllr Harris and seconded by Cllr Addison, it was **RESOLVED**  
**To approve the payments and receipts be approved**
- To receive and approve payment report up to 19 April 2018** - As proposed by Cllr Edge and seconded by Cllr Addison, it was **RESOLVED**  
**To approve the payments report be approved**
- To receive and approve Comparisons of Actual and Estimates – RECEIPTS** - As proposed by Cllr Edge and seconded by Cllr Addison, it was **RESOLVED**  
**To approve the RECEIPTS comparisons**
- To receive and approve Comparisons of Actual and Estimates – PAYMENTS** - As proposed by Cllr Edge and seconded by Cllr Addison, it was **RESOLVED**  
**To approve the PAYMENTS comparisons**
- To consider Grant application from Guerrilla Gardener (Simon Weal)** - As proposed by Cllr Addison and seconded by Cllr Harris, it was **RESOLVED**  
**To approve the grant up to £400**
- To consider Grant application from N Walsham & Dilham Canal** - As proposed by Cllr Hester and seconded by Cllr Addison, it was **RESOLVED**  
**To approve the grant up to £400**

### **9 TO RECEIVE REPORTS FROM GROUPS AND COMMITTEES**

- a. Finance Committee Minutes – 22 February 2018
- b. Finance Committee Minutes – 29 March 2018
- c. Personnel & Grants Minutes – 12 March 2018
- d. Extraordinary Personnel & Grants Minutes – 17 April 2018
- e. Media & Information Minutes – 12 March 2018
- f. Development & Amenities Minutes – 13 March 2018

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### **10 DATES OF FORTHCOMING MEETINGS AND EVENTS**

- Annual Full Council Meeting - Tuesday 15 May 2018, 19.00 at Day Spring Centre
- Planning Meeting - Tuesday 8 May 2018, 18.30 at Day Spring Centre
- Development & Amenities - Tuesday 8 May 2018, 19.00 at Day Spring Centre
- Planning Meeting - Tuesday 29 May 2018, 18.30 at Day Spring Centre
- Town Council Meeting - Tuesday 29 May 2018, 19.00 at Day Spring Centre

### **11 ITEMS FOR NEXT AGENDA**

- Town Strategy plans as deferred above
- Report on uneven pavements and dropped kerbs

**12 EXCLUSION OF PUBLIC AND PRESS UNDER SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960** As proposed by Cllr Hester and seconded by Cllr Melville, it was **RESOLVED**  
**To exclude the public and press due to the confidential nature of matters to be discussed**

### **13 STAFFING MATTERS**

- **Letter of Complaint**

A letter of complaint was passed to members for approval. As proposed by Cllr Harris and seconded by Cllr Hester, it was **RESOLVED**

**To send the letter first class recorded**

As Cllr Addison declared an interest on this item she did not take part in the debate or vote.

- **Temporary/Permanent Staff**

As proposed by Cllr Hester and seconded by Cllr Addison, it was **RESOLVED**

**To create an advert for a temporary rolling Grounds Person position**

The meeting closed at 20:15