

NORTH WALSHAM TOWN COUNCIL
MINUTES of the TOWN COUNCIL MEETING
held on 26th June 2018

Present:

Town Councillors: Cllr B Hester (Chair), Cllr E Addison, Cllr G Bull, Cllr F Choudhury, Cllr A Fryer, Cllr R Harris, Cllr J Melville, Cllr R Mooney, Cllr R Murphy, Cllr M Seward, Cllr S Stuckey, Cllr J Witte, Cllr E Wheeler

County Councillor: Cllr E Seward

District Councillors: Cllr V Gay Cllr N Lloyd Cllr E Seward

Police: PC P Gwynn

Locum Clerk: Mrs M Anderson-Dungar

Members of Public: 10

The meeting opened at 19:00

1. DECLARATION OF INTEREST

No declarations were made. The Locum Clerk advised that a dispensation had been granted to Cllr Hester to allow him to remain in the room during discussion of the Confidential item related to Staffing Matters on grounds that he had no personal or pecuniary interest in the posts of Town Clerk and Head Groundsman. Cllr Hester would chair, but not take part in the discussion, nor would he vote.

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D Turner (illness) and Cllr P Edge (illness)

3. MINUTES OF PREVIOUS TOWN COUNCIL MEETINGS

Minutes of the meeting held on 29 May 2018 and the Extra Ordinary Meeting held on 12 June 2018 had been circulated. The following amendments were requested and accepted:

29th May 2018, item 13 – Cemetery Lodge: to read “that estimates would be obtained”

29th May 2018, item 13 – Staff Appraisal Pay Increases to read “that one recommendation was deferred to the Personnel & Governance Committee.”

12th June 2018, item 4 – Recommendations from Personnel & Governance Committee: to read “**RESOLVED by majority vote with one against.**”

Minutes to be amended and re-presented for signature at the next meeting.

NORTH WALSHAM TOWN COUNCIL
MINUTES of the TOWN COUNCIL MEETING
held on 26th June 2018

4. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION AND EXTERNAL REPORTS

As proposed by Cllr Murphy and seconded by Cllr Stuckey, 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. Public participation

Members of the public addressed the Council with their concerns regarding the continued anti-social behaviour in the Memorial Park, and suggestions for the way forward.

*The representative from North Walsham Play advised the Council of grant success
The Council was thanked for the donation of £613.75 towards the window restoration; start date to be advised soon.*

b. Presentation by PC Gwynn regarding the War Memorial Park

PC Gwynn had noted the concerns expressed by residents and assured them that he and colleagues were working closely with the Town Council on all the issues. Information was given on action taken and other measures agreed.

c. Reports from District and County Councillors relating to North Walsham

Verbal reports were given by District Councillors including congratulations to the Town Council on the last weekend's events, well received by the town, and an update on the local plan consultation process.

Cllr Seward updated the Council on Norfolk County Council issues. He advised that the County Council would need to be involved in any discussions related to the proposed new link road as part of the scheme would require public funding.

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

That the meeting be reconvened.

5. REPORT FROM THE TOWN MAYOR

The joint report from the Town Mayor and Deputy Town Mayor including the following:

- 30 May – site visit organised by NNDC, with other Town Councillors
- 7 June -Meeting T T Jones in conjunction with Head Groundsman for discussion on various lighting issues in the town.
- 13 June - Meeting Emma Duncan and Russell Reeve, also attended by the Acting Town Clerk. Emma Duncan would present to Council at a date to be agreed in July; topics to be include confidentiality and collective responsibility
- 17 June - Civic Service
- 23 June – Cromer Pier Show, Town Funday
- 24 June – Unveiling of Lepus, the GoGo Hare (Deputy Mayor)
- 25 June – Quarterly Meeting of Town Mayor and Deputy Mayor with the Police
- 28 June – About with Friends AGM
- 1 July – Concert in Church

NORTH WALSHAM TOWN COUNCIL
MINUTES of the TOWN COUNCIL MEETING
held on 26th June 2018

6. ITEMS FOR DECISION/DISCUSSION BY THE TOWN COUNCIL

a. Disturbance at the War Memorial Park

Council discussed the concerns and suggestions made earlier in the meeting, and it was proposed by Cllr Bull, seconded by Cllr Seward and **RESOLVED**

To allow a margin of long grass immediately in front of residents' fences as a "first step"

b. CCTV at Trackside and 4a Market Street

4a Market Street had been agreed previously and the existing camera re-configured to include this area. Trackside to be an item for next year's precept. A detailed discussion took place on CCTV principles, policies, data ownership and legal powers, following which it was agreed to provide members with the contractor's policy.

c. Update on Meeting with Inspector Futter and Sergeant Godson

Recording equipment to be moved to the Police Station – this was a countywide decision and would take a little longer than first anticipated.

d. Quotes for lectern - Market Cross inscription

Further information awaited; costs of survey to be included.

e. Disbanding Media and Information Committee

As proposed by Cllr Witte, seconded by Cllr Murphy, it was **RESOLVED with one abstention**

To disband the Media and Information Committee, with Chairs of other Committees to discuss how to absorb its responsibilities into other committees

f. Annual Streetlight inspection from TT Jones

Two quotations referred to in the report had not been enclosed and were therefore deferred. In response to a question related to competitive tendering, the Locum Clerk advised the Council check the wording of its current contract with the company.

g. Working group to simplify and prioritise Town strategy

The working group was **AGREED** as Cllrs Bull, Melville, Murphy, Wheeler and Witte, to meet and report to the next Full Council meeting. It was confirmed that the original budget allocation was vired to another budget heading to replace condemned slides in the park.

h. Freedom of Information Policy

As proposed by Cllr Stuckey, seconded by Cllr Choudhury, it was **RESOLVED to accept the document previously circulated.**

i. Estimate for Tree Survey

The Chair emphasised the annual survey of trees which were the responsibility of the Town Council, was carried out by the usual contractor. As proposed by Cllr Murphy, seconded by Cllr Bull it was **RESOLVED to accept the tender in the sum of £1250 (VAT not applicable) and to consider a competitive tendering process in 2019.**

NORTH WALSHAM TOWN COUNCIL
MINUTES of the TOWN COUNCIL MEETING
held on 26th June 2018

j. Publication of Agenda on Facebook or link to relevant web page?

Following discussion, and for consistency, as proposed by Cllr Choudhury, seconded by Cllr Harris, it was **RESOLVED** to post a link on Facebook to the appropriate web page to access the Agendas.

k. Change word “decision” in paragraph 4 to “resolution” in all Terms of Reference

As proposed by the Chair, seconded by Cllr Murphy, it was **RESOLVED** that all Terms of Reference, paragraph 4, should be amended to state “resolution”

7. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

a. Action Log June

- wooden floor covering for Market Cross – a long outstanding suggestion to enable the area to be used as a stage for events
- vehicle compounds – Head Groundsman drawing outlines to take forward to a professional
- bus shelter graffiti – possibly September
- Probate - sensitive issue, await contact from family.
- VOIP, web hosting, town guide – first 2 in progress, Town Guide Working Party needed to discuss further with publisher. Ideal launch date would be Easter or start of mayoral year.

b. Norfolk ALC Training & Events Calendar for August

No courses available due to summer recess

c. Speed watch updates for May 2018

Information for May 2018 had been circulated. Following discussion, it was proposed by Cllr Bull, seconded by Cllr Murphy and **RESOLVED** that Cllr Addison arrange for assistance to analyse data from the recording cameras.

d. Crime updates May 2018

The Chair updated with information from the recent meeting with the Police, and it was emphasised that information specific to North Walsham could be found on the Police website.

e. Big Society Fund

The information previously circulated was noted.

8. FINANCE

i. Payments and Receipts for May 2018

Information previously circulated was discussed and following clarification of some items, it was **RESOLVED** to sign as a true record

ii. Payments up to 20 June 2018

The information previously circulated was discussed. The issue of soil at Spa Common was referred for future discussion, and it was confirmed that all legislative requirements had been met with regard to the new CCTV installation in the Memorial Park; a copy of the

NORTH WALSHAM TOWN COUNCIL
MINUTES of the TOWN COUNCIL MEETING
held on 26th June 2018

installer's privacy impact statement was requested. It was subsequently proposed by Cllr Seward, seconded by Cllr Stuckey and **RESOLVED to accept the schedule for signature by the Town Mayor.**

iii. Year-end Financial Statements 2017/2018

As proposed by Cllr Harris, seconded by Cllr Murphy, it was **RESOLVED to accept and sign the documents previously circulated.**

iv. War Memorial Charity Accounts 2017/2018

As proposed by Cllr Murphy, seconded by Cllr Stuckey, it was **RESOLVED to accept and sign the documents previously circulated.**

v. Ratification of Finance Committee decision

As proposed by Cllr Murphy, seconded by Cllr Choudhury, it was **RESOLVED to ratify the decision of the Finance Committee that the Annual Governance Statement and Accounting Statements (from the Annual Governance and Accountability Return 2017/18) be approved.**

9. TO RECEIVE REPORTS FROM GROUPS AND COMMITTEES

- i. Personnel & Governance – 4 June 2018
- ii. Finance & Grants – 8 June 2018
- iii. Personnel & Governance – 11 June 2018
- iv. Planning Minutes – 12 June 2018
- v. Development & Amenities Minutes – 12 June 2018

As proposed by Cllr Murphy, seconded by Cllr Seward, it was **RESOLVED to accept all the above reports**

10. DATES OR FORTHCOMING MEETINGS AND EVENTS

Planning Committee - Tuesday 10 July 2018, 18.30 at Day Spring Centre

Development & Amenities Committee - Tuesday 10 July 2018, 19.00 at Day Spring Centre

Finance & Grants Committee - Thursday 19 July, 12.00 at 18 Kings Arms Street

Planning Committee - Tuesday 31 July 2018, 18.30 at Day Spring Centre

Full Council Meeting - Tuesday 31 July 2018, 19.00 at Day Spring Centre

11. ITEMS FOR NEXT AGENDA

- Update on memorial park - agreed this should be a standing item on all future Agenda
- Former Council Offices/Wetherspools – ask Emma Duncan to report
- Drains on the By-pass – NCC issue – pass on to Cllr E Seward
- Overhanging bushes/brambles on Bacton Road – send polite letter to residents
- Risk Assessment for slope to the office – in hand
- 4a Market Place – slabs on the slope breaking up. Cllr Seward advised that NNDC did not see this as a problem.

12. EXCLUSION OF PUBLIC AND PRESS UNDER SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

As proposed by Cllr Murphy, seconded by Cllr Choudhury, it was **RESOLVED to exclude the public and press due to the confidential nature of matters to be discussed. The members of the public withdrew.**

NORTH WALSHAM TOWN COUNCIL
MINUTES of the TOWN COUNCIL MEETING
held on 26th June 2018

13. CONFIDENTIAL MATTERS

a. Posts of Town Clerk and Head Groundsman

The three-part motion for the posts of Town Clerk and Head Groundsman was discussed and votes by show of hands in favour of each option recorded as below:

- To advertise the posts immediately – 3
- To promote staff in place with immediate effect – 9
- To create a formal trial, with measurable targets, to enable promotion at the end of the trial – 0

CLlr Hester did not take part in the discussion or vote, as previously recorded under Declarations of Interest item earlier.

It was therefore **RESOLVED to promote staff in place with immediate effect**

b. Advertise for a Full-Time Groundsman

As proposed by CLlr Bull, seconded by CLlr Fryer, it was **RESOLVED to delegate to the Personnel & Governance Committee to take this further and make recommendations to Full Council.**

The meeting closed at 20:29