

NORTH WALSHAM TOWN COUNCIL

Minutes of the Full Council Meeting

held on 30 July 2019, at the 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr R Sims (Chair), Cllr B Hester, Cllr F Choudhury, Cllr N Felstead, Cllr A Fryer, Cllr Harris, Cllr Heinrich, Cllr I Jackson, Cllr Melville, Cllr R Murphy, Cllr B Wright

District Councillor: Cllr Gay & Cllr Seward

Town Clerk: Ms J Shields

Members of Public: 1

The meeting opened at 19.00

1. APOLOGIES FOR ABSENCE

Accepted – Cllr Bull Work, Cllr Wheeler Family

Not Accepted – Cllr Oakes No reason, Cllr Gray No apologies, Cllr Clancy No apologies

2. DECLARATIONS OF INTEREST

Personal interests – Cllr Hester items 5k & 5l, Cllr Melville items 5b, 5k & 5l, Cllr Murphy item 5k

Pecuniary interests – None

3. TO AGREE MINUTES OF PREVIOUS TOWN COUNCIL MEETING

As proposed by Cllr Hester and seconded by Cllr Choudhury, it was **RESOLVED** that the minutes of the meeting held on 25 June 2019 be agreed as a true record

Cllr Melville and Cllr Heinrich Abstained

4. TO ADJOURN THE MEETING FOR PUBLIC PARTICIPATION AND EXTERNAL REPORTS

As proposed by Cllr Murphy and seconded by Cllr Hester, 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 Public Participation reports

- Motorbike Charity Event item 5d


b. Verbal Reports from District & County Councillor

Cllr E Seward County/District Council

- Empty Victory properties at Bluebell Rd are being leased to Benjamin foundation
- Path between Acorn Rd & Bacton Rd, NCC responsibility
- Zebra Crossing being installed at Happisburgh Rd
- Aylsham Rd 20mph being put into operation
- Northfield to Lyngate outflow drainage feed, potentially starting in Oct
- Market Town Strategy are rewriting the document which includes, being pedestrian friendly, a bus interchange & Bridge preferences - Link Rd being widened over Cromer Rd being lowered

Cllr V Gay District Council

- Progress on Cedar site

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- North Walsham Zone Action Bid has been submitted
- Submissions to the Local Development Plan have closed
- Footpath Yarmouth Rd to Wilkinson Way is NNDC responsibility, Cllr Wright has it in hand


Cllr P Heinrich District Council

- Objections have been made for parking charges at the railway station

As proposed by Cllr Murphy and seconded by Cllr Wright, it was **RESOLVED** that the meeting be reconvened

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

- To choose 3 photos for New website – As proposed by Cllr Hester and seconded by Cllr Heinrich, it was **RESOLVED for the Chair of M&I to liaise with Wayne Beauchamp about which photos to use on the new website and how many**
- To consider Christmas Lights event Dec 2019 – As proposed by Cllr Hester and seconded by Cllr Murphy, it was **RESOLVED to defer to D&A to consider making a contract for recurring annual events**
- To consider Funday event June 2020 – it was decided to defer to D&A as 5b above
- To consider Motorbike ride starting at Market Place in aid of Prostate Cancer 29th Sept 2019 – As proposed by Cllr Murphy and seconded by Cllr Jackson, it was **RESOLVED to accept**
- To consider any amendments to CCTV policy – As proposed by Cllr Melville and seconded by Cllr Hester, it was **RESOLVED to accept the amendments to the CCTV policy**
- To consider any amendments to communication protocol – As proposed by Cllr Harris and seconded by Cllr Hester, it was **RESOLVED to accept amendments and defer back to P&G to amend item 6 ‘Communication with Town Council Staff’ justification for questioning**
- Letter from family re: gift of bequeathed land – As proposed by Cllr Murphy and seconded by Cllr Melville, it was **RESOLVED as requested in letter to keep it as a natural habitat, rename it Fiske Wood and erect a board describing how it was gifted**
- To adopt Starters/Leavers policy as recommended by Personnel & Governance Committee – As proposed by Cllr Harris and seconded by Cllr Murphy, it was **RESOLVED to defer back to P&G**
- To approve updated foliage removal letter – As proposed by Cllr Melville and seconded by Cllr Murphy, it was **RESOLVED to accept the letter and start sending it out to the Public**
- To consider placing an advert for an apprentice grounds person – As proposed by Cllr Murphy and seconded by Cllr Jackson, it was **RESOLVED to add ‘range of manual duties’ and accept, place on facebook, job centre, free papers**
- To consider ‘Cinema in the park’ Event Application Form & Management Plan – 16th & 17th August. Cinema Public liability ins to be checked and to think about cordoning off an area for watching – As proposed by Cllr Choudhury and seconded by Cllr Jackson, it was **RESOLVED to accept the event Cinema in the Park.**
- To consider VE Day using Market Cross 8th May 2020 – As proposed by Cllr Harris and seconded by Cllr Fryer, it was **RESOLVED to accept the use of Market Cross for VE2020 event**
- To consider Youth Committee ToR’s as recommended by Youth Committee

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The following amendments to the ToR's were requested:-

- To be quorate should be 3 Councillors
- Remove budget as there is no physical budget for Youths this year

As this is a new Committee and needs to get off the ground it was discussed changing it to an Advisory Committee

- still has ToR's as guidance only, but no agenda's, minutes or budget
- Establish the Committee and see how well it takes off
- Review in March and make up to a Committee with delegated powers, if it has taken off
- Consider putting budget in the precept for next year

As proposed by Cllr Felstead and seconded by Cllr Murphy, it was **RESOLVED to change the Committee to become an Advisory Committee and defer back to Youth**

- n. To consider approaching other grant funders in NW to form a forum for discussion & continuity of grant issuing (consider passing to Finance & Grants committee) – As proposed by Cllr Harris and seconded by Cllr Murphy, it was **RESOLVED for M&I to create a page for listing funding details of who offers grants on our website**

6. FINANCE

- To approve income and expenditure for June 2019 – As proposed by Cllr Murphy and seconded by Cllr Melville, it was **RESOLVED to approve**
- To approve expenditure up to 24 July 2019 – As proposed by Cllr Murphy and seconded by Cllr Choudhury, it was **RESOLVED to approve**
- To receive income & expenditure estimated & actual comparisons for April-June
- To approve War Memorial Park Charity Accounts – As proposed by Cllr Melville and seconded by Cllr Heinrich, it was **RESOLVED to approve**
- To receive scrutineers report April – June
- To discuss Precept idea's
 - 10K Defibrillators
 - M&I to do a public survey to collate idea's for the Finance meeting 15.9.19


7. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- Police Newsletter July 2019
- Nova update
- Attendance percentage – to add % for accepted apologies

8. UPDATES

- Action Log July 2019
- Recycle bins (RS)

M&I to engage with Junior School to do posters for using Recycle bins, with ideas like 'don't drop it here, put it there' – As proposed by Cllr Choudhury and seconded by Cllr Murphy, it was **RESOLVED to order 3x twin bins and trial them in the churchyard, resiting original bins to other places**
- Pub Watch representation (RH)
- Paths (BW)

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- e. NNDC Environment Forum (NC) withdrawn as absent

9. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

- a. Planning Meeting – 25 June 2019
- b. Media & Information Committee – 2 July 2019
- c. Personnel & Governance Committee – 2 July 2019
- d. Planning Committee Delegated Powers – 9 July 2019
- e. Development & Amenities Committee – 9 July 2019
- f. Finance & Grants Committee – 11 July 2019
- g. Youth Committee – 16 July 2019
- h. Media & Information Committee – 16 July 2019
- i. North Walsham in Bloom – 8 July 2019
- j. D Day Celebration at the Atrium – 29 June, Verbal report from Cllr Fryer

10. DATES OF FORTHCOMING MEETINGS AND EVENTS

- Planning Committee – Tuesday 10 September 2019, 18.30 at 18 Kings Arms Street
- Development & Amenities Committee – Tuesday 10 September 2019, 19.00 at 18 Kings Arms St
- Finance & Grant Committee – Friday 13 September 2019, 12.00 at 18 Kings Arms Street
- Youth Committee – Tuesday 17 September 2019, at 19.00 at 18 Kings Arms Street
- Media & Information Committee – Tuesday 17 September 2019, at 19.30 at 18 Kings Arms Street
- Planning Committee – Monday 23 September 2019, 18.30 at 18 Kings Arms Street
- Full Council – Monday 23 September 2019, 19.00 at 18 Kings Arms Street
- Personnel & Governance – To be Confirmed

11. ITEMS FOR NEXT AGENDA

- Update for moving CCTV to police station

The meeting closed at 20.55

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