

NORTH WALSHAM TOWN COUNCIL
28 March 2017

Minutes of the Meeting of the Town Council held on 28 March 2017

Chair: Cllr S Stuckey (Deputy Mayor)

Town Councillors Present:

Cllr G Bull	Cllr A Canham
Cllr F Choudhury	Cllr P Edge
Cllr A Fryer	Cllr R Murphy
Cllr M Seward	Cllr R Sims
Cllr D Turner	Cllr B West
Cllr E Wheeler	Cllr J Witte

District Councillors Present:

Cllr E Seward Cllr V Uprichard

County Councillors Present:

Cllr E Seward

Open to the Press and Members of the Public

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

No interests were declared.

(b) Apologies for Absence

Apologies were received from the Town Mayor, Cllr Hester, and Cllrs Harris and Melville.

(c) Minutes of Town Council meetings

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

That the minutes of the meeting held on 28 February 2017 be signed by the Deputy Mayor as a true record of that meeting.

(d) Minutes of special meeting

As proposed by Cllr Edge and seconded by Cllr Sims, it was **RESOLVED**

That the minutes of the special meeting held on 14 March 2017 be signed by the Deputy Mayor as a true record of that meeting.

2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

As proposed by Cllr Witte and seconded by Cllr Sims, 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) Crime report

The Town Clerk read out a summary crime report from information prepared by Cllr Melville.

(b) Reports from District and County Councillors

County and District Councillor E Seward gave a verbal report. District Cllr Uprichard also gave a brief report (Annex A).

(c) Public participation

There were no members of the public in attendance.

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

That the meeting be reconvened.

3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

Details of events and meetings attended by the Town Mayor are at Annex B.

4 ITEMS REQUIRING DECISION

(a) Standing Orders

Cllr Sims had proposed an amendment to Standing Order 1.19 as follows:

To consider amendment to Standing Order 1.19 requiring voting at the Annual Meeting of the Town Council on the election of Town Mayor and Deputy Mayor to be by secret ballot, as follows (addition in red font; note that it is **not** part of a required Standing Order, so will not appear in bold font):

Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands, with the exception of voting for the election of Town Mayor and Deputy Mayor at the Annual Meeting of the Town Council which shall be by secret ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

in order to give Members the opportunity to vote without pressure or influence from others.

The Town Clerk explained that the default option, to ensure that meetings were completely transparent, was for voting to be by show of hands. As this was required to be in Standing Orders, a very specific and genuine reason would be needed in order to

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make all voting by secret ballot. As proposed by Cllr Sims and seconded by Cllr West, it was **RESOLVED**

That the proposed amendment be agreed and incorporated into a revised set of Standing Orders.

(b) Town Strategy

Money had been set aside in the precept last year to fund a Neighbourhood Plan. It was clear that the town needed a plan, but there was a need to gather requirements for what was needed into a single document. Piecemeal development was unhelpful as it did not generate the essential infrastructure investment. But the solutions to some of the problems were unclear – for example a new link road between the A149 and B1150 would not remove HGVs from the town centre or from Aylsham Road, because they needed to access the town centre for deliveries. Other options needed to be explored, although it was acknowledged that Highways officers seemed not to listen. It was reported that Aylsham Town Council had recently adopted a Neighbourhood Plan [Note: subsequently clarified as recently relaunched the project to produce a Neighbourhood Plan]

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

To ask the Town Clerk to contact Aylsham Town Council for further information about the process they had followed.

(c) Town Council representative at meetings of RNW

A complaint from Cllr Edge was presented to the Council, as he was not being advised by RNW of its meetings or changes to planned meetings. As RNW co-director, Cllr Witte responded by asking Cllr Edge to again provide his preferred contact details so that information could be sent to him in good time.

(d) Development of the former Marricks Wire Ropes site

No further points were raised.

(e) Bird nuisance at 4/4a Market Street

Members were advised that a letter from NNDC Environmental Protection had been sent to the three property owners giving them three weeks to resolve the problems.

5 ITEMS FOR INFORMATION

(a) Apprentice groundsman

Members were advised that a meeting with Easton & Otley College, a training provider in the relevant field, had been arranged to discuss requirements for creating an apprenticeship.

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6 **FINANCE**

(a) **Expenditure and receipts**

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

That the Payments & Receipts reports for February 2017 and for March 2017 to date be approved. (Annexes C and D).

7 **REPORTS FROM COMMITTEES AND EXTERNAL ORGANISATIONS**

(a) **Crime Report**

A summary of the crime data taken from the Home Office website for North Walsham for January 2017 is at Annex E.

(b) **Markets Group**

The minutes of the Markets Group meeting held on 2 February 2017 were received.

(c) **Media & Information Committee**

The minutes of the Media & Information Committee meeting held on 14 February 2017 were received.

(d) **Development & Amenities Committee**

The minutes of the Development & Amenities Committee meeting held on 21 February 2017 were received.

(e) **Updates from Council representatives to external organisations**

Parks & Cemeteries Review Report: Cllr Bull presented a report on the recent review of storage and equipment. The main concern was manning and equipment levels – new equipment was needed for the new work agreed by the Town Council; a Head Groundsman was recommended to take on the day-to-day running of the team; and a proposal for a new storage/maintenance area adjacent to the temporary garden plots at the New Cemetery with access around the perimeter of the cemetery. For the latter, the Town Clerk was asked to check the records to ascertain whether or not the areas in question were the sites of graves, as Rev Cubitt had indicated there were indications that graves extended to the boundaries.

Cllr Fryer noted that the grounds staff were frustrated by the lack of facilities, which meant that working time was consumed in getting equipment to where it was needed.

North Norfolk Towns and Parishes Forum: Cllr West reported on a meeting of the Forum with Norman Lamb MP, Norfolk County Council and NNDC on Second Homes Council Tax. (report at Annex F).

8 **FORTHCOMING MEETINGS AND EVENTS**

The following meetings and events were scheduled:

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- a. Monday 3 April 2017: Woodville playground site meeting with supplier and installer, including Mr M Smith (North Walsham Play)
- b. Tuesday 4 April 2017: Annual Town Meeting, Community Centre
- c. Sunday 30 April 2017: Market
- d. Friday 12 May 2017: Civic Dinner, Community Centre
- e. Sunday 18 June 2017: Civic Service, St Nicholas Church
- f. Friday 23 – Sunday 25 June 2017: Funday Weekend
- g. Sunday 13 August 2017: Westover Vets 3rd Annual Charity Dog Show

9 **CORRESPONDENCE**

The following items were received:

- Letter from Highways England dated 6 March Advising on the Better Journeys on Better Roads maintenance and improvement programme for the East for 2017/18. This did not extend as far as North Walsham
- Email from Reesink Turfcare promoting heavy duty mowers of the type needed for verge cutting responsibilities.
- Email from Mr Peter Tobitt, Chairman North Walsham Good Neighbour Scheme, regarding the forthcoming 2nd AGM on 2 April
- Email from Local Government Resource Centre advertising reviews/health checks during 2017/18
- Email from NNDC regarding the enforcement query relating to planning application PF/16/1587 for 48 Market Place. Members interpreted the report as confirming that the Enforcement Officer had worked with the applicant to get around the planning rules in place. Members also found it unacceptable that the local District Council members who were consulted should have sought the views of the Town Council and that they should not have agreed that the change was appropriate before doing so
- Letter from Norfolk County Council Head of Highways detailing the new Highways Maintenance Local Area Teams
- Confirmation from Land Registry that the registration by the Town Council of The Butchery at St Nicholas Court was now complete.

10 **ITEMS FOR NEXT AGENDA**

Lighting at Black Swan Loke
Car park detailed in the Hopkins Homes development application

EXCLUSION OF THE PUBLIC AND PRESS

As proposed by Cllr Fryer and seconded by Cllr Edge, it was **RESOLVED**

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That, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), members of the public and press be excluded from the meeting due to the confidential nature of the matters to be discussed.

11 **(a) STAFFING MATTERS**

The Chair of the Personnel & Grants Committee confirmed that interviews for the vacant Receptionist/Administrative Assistant/Website Administrator post were scheduled for Wednesday 29 March 2017. It was also confirmed that the staff appraisal process had been completed.

(b) CEMETERY LODGE LEASE

The Town Clerk updated Members regarding the lease for Cemetery Lodge.

The meeting closed at 20:12.

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District & County Council Report

County & District Cllr Eric Seward

Bus interchange

The New Road Car Park was the option favoured by Norfolk County Council. The Heads of Paid Service at NNDC had expressed no objection to this being explored further, or to the possibility of the site being sold to County for this purpose.

Mobile phone mast

A planning application had been submitted in the last week for a free-standing mast at the Anglian Water site. The application was submitted by WIG on behalf of Vodafone and possibly one other provider. It would mainly benefit the Spa Common and Brick Kiln estate areas, and was a major step forward in improving the town's communication infrastructure.

Manor Road repair works

Having been delayed during the previous school holiday, the junction repairs would now be carried out on 3 and 4 April 2017.

Lynfield Estate/flooding

Norfolk County Council had put forward a fund of £800,000 for drainage schemes in market towns. Cllr Seward had met with officers to discuss using some of this in North Walsham, and a bid for £300,000 was being explored.

4/4a Market Street

The area is meant to be cleaned by NNDC as and when required, on a daily basis. If this was not happening, the Town Council should advise Scott Martin at NNDC and copy to District Cllrs Uprichard and A Moore.

Council tax bills

The new Social Services Precept had to be shown in a format dictated to councils by central government. The figure raised from this is not the total spend on Social Services, as the provision of Adult Social Services alone took some 70% of the County Council's budget.

District Cllr Uprichard

Margaret Foster

Cllr Uprichard had been very saddened to hear of Margaret Foster's death. She would be missed.

North Walsham Memorial Hospital

The hospital would not be closing under NHS plans, but there was a possibility that beds could be lost to accommodate 'day beds' for cancer and dialysis patients.

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NNDC Big Society Fund Awards

The awards evening had been a @fantastic evening@ for the town, with North Walsham well-represented among the finalists and two awards going to local people.

Wetherspoon

There was nothing new to report. The contracts remained with Wetherspoon's board of directors.

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Annex B

Town Mayor's Report February 2017

23 March: NNDC Big Society Awards Presentation at Sheringham Little Theatre

26 March: Attended the Sunday Market

Attended various sub-committee meetings

Forthcoming events

6 April: Mayor's Easter Charity Stall for Mayor's Charities

15 April: Easter Egg Hunt for North Walsham Play

17 April: Afternoon of Caribbean steel, soul music, limbo dancers, food and drink

30 April: Attending Sunday market

12 May: Civic Dinner

14 May: Bluebell Wood Open day for Lady J Duggin

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Annex C

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NORTH WALSHAM TOWN COUNCIL

PAYMENTS & RECEIPTS for FEBRUARY 2017

PAYMENTS	No.	Chq no.	Details	Amt	VAT	TOTAL
Eon	268	D Debit	Footway electricity - Jan	132.99	6.65	139.64
Fuel Genie	269	D Debit	Fuel - Jan	113.31	22.65	135.96
Dataquest	270	D Debit	Broadband - Jan	13.99	2.80	16.79
Matrix Telecom	271	D Debit	Phone Rental Feb, Calls Jan	50.22	10.04	60.26
Aldermore	272	D Debit	Tractor rental - Feb	425.50	85.10	510.60
Carl Bird	273	3778	Green Waste - Jan	9.00	1.80	10.80
Espo	274	3779	Stationery	133.64	26.74	160.38
Stamps Direct Ltd	275	3780	New date Stamp	14.85	2.97	17.82
Ernest Doe	276	3781	General maintenance	94.95	13.58	108.53
Lake & Nichols	277	3782	Flashed Truck repair	80.00	16.00	96.00
NW & District Historical Society	278	3783	s137 grant	500.00		500.00
Glesdon UK Ltd	279	3784	New Dog bin for Woodville	216.38	43.27	259.65
Petty Cash	281	3786	Sundries/postage/ink/entertainment	107.51		107.51
Christmas lights & Funday						
Karl Phillips	267	3777	DJ for f/day disco 17.2.17	75.00		75.00
Owen Powered Access Ltd	280	378b	Nifty lifter for christmas lights	60.00	12.00	72.00
			TOTAL	£2,027.34	£243.60	
Salaries				8,179.70		
Tax & National Insurance				1,913.76		
Superannuation				2,355.23		
Mobile Phone						
Unison						
			TOTAL	£12,448.69		
			TOTAL PAYMENTS		£14,476.03	
			RECEIPTS	Details		VAT
			Park	486.29		0.42
			Cemetery	2162.80		
			Amenities	11440.28		
			Market	1304.92		
			Services	3050.00		
			Grants/Charities			
			Administration			
			Other	2.18		
			Christmas lights & Funday	376.28		
			Reclaim VAT			
			Precept			
			TOTAL RECEIPTS	£18,822.75		£0.42

MAYOR'S CHARITY TOTAL £1279.34

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Town Mayor

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Annex D

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NORTH WALSHAM TOWN COUNCIL

PAYMENTS up to 23rd MARCH 2017

PAYMENTS	No.	Chq no.	Details	Amt	VAT	TOTAL
Eon	282	D Debit	Streetlight electricity - Feb	120.12	6.01	126.13
Fuel Genie	283	D Debit	Fuel - Feb	93.24	18.64	111.88
Dataquest	284	D Debit	Broadband - Feb	13.99	2.80	16.79
Matrix Telecom	285	D Debit	Phone calls - Feb, rental - Mar	71.02	14.20	85.22
Aldermore	286	D Debit	Tractor rental - Mar	425.50	85.10	510.60
CT Baker	287	3787	General maintenance	8.34	1.67	10.01
TT Jones Electrical Ltd	288	3788	Streetlight maintenance - Feb	91.44	18.29	109.73
Eastern Business System Ltd	289	3789	Photocopying - Feb	50.02	10.01	60.03
North Norfolk District Council	290	3790	Election costs	2,290.15		2290.15
Ernest Doe & sons Ltd	291	3791	General maintenance	357.81	71.56	429.37
Espe	292	3792	stationery	64.93	12.99	77.92
petty Cash	293	3793	sun/les/postage	98.72		98.72
Christmas lights & Funday						
North Walsham Community Assoc	294	3794	Funday - Hall hire for meeting	49.49	0.78	50.27
B & W Services	295	3795	Funday - Hire of race night tapes	75.99		75.99
			TOTAL	€3,810.76	€242.05	
Salaries				7,936.31		
Tax & National Insurance				1,964.93		
Superannuation				2,228.69		
Mobile Phone				30.38		
Unison				34.50		
			TOTAL	€12,194.81		
			TOTAL PAYMENTS		€16,005.57	

RECEIPTS	Details	VAT
Park		
Cemetery		
Amenities		
Market		
Services		
Grants/Charities		
Administration		
Other		
Christmas lights & Funday		
Reclaim VAT		
Precept		
MAYOR'S CHARITY TOTAL €1279.34		
	TOTAL RECEIPTS	€0.00 €0.00

Town Mayor

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Annex E

Summary of Home Office crime statistics for North Walsham, January 2017

ASB:	9
Forgery/Perjury:	1
Theft/Burglary:	4
Assault:	21
Public Order Offence:	1
Criminal Damage:	<u>2</u>
Total:	38

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Annex F

Report for North Norfolk Towns and Parishes Forum/County Hall/Monday 13th March 2017/9am

Meeting Called by Norman Lamb. M.P. to discuss Second Homes Council Tax

Also attending County Council Officers/County Councillors/District Council Officers/NN Towns and Parishes Forum

The meeting was chaired by Simon George/County Council - Finance

Mr George gave a presentation on how Council Tax (including Second Home Council Tax) was collected. Duncan Ellis (District Council - Finance) then gave a short presentation on how the District Council dealt with Council Tax.

Questions were asked by various attendees on how the income was utilised and then asked how the Big Society Fund was distributed.

The problem of large numbers of second homes and their effects on small parishes/communities was highlighted and that all parishes could not/would not apply for grants under the Big Society Fund as they did not have the facilities for form filling or did not fit the criteria. It was asked of District Council Officers if the forms could be simplified, available and the criteria be widened. This is being looked into by Judy Oliver (District Council). It was also noted that the Big Society Fund could not cover ongoing expenses and would it not be possible to 'give back' some of the monies to Parishes most affected. This was not possible according to Officers as the council tax collected is put into a pot and then must pay for all services etc in North Norfolk.(though DC do have some reserves in the case that CC no longer return some monies to them) One of the DC Officers suggested that as all parishes and Towns have access to precepts then this should be the preferred route to accessing monies for communities.

I asked that as precepts were suggested would it be possible for the District Council to deliver training courses across North Norfolk to Towns and Parishes on Budgets/Finance with regard to setting precepts. Steve Blatch asked Judy Oliver to look into this, both said this would probably be possible.

It must be noted that County Council (apparently the only County Council to do this) return, at present, to District Council 25% of the revenue on Council Tax etc. which District Council collect (this has previously been 50%) but it will be reduced to 12 and a half % in future years (will be reviewed).

Also there is a 5% discount to second homes council tax at present which may be reduced to nil.

I asked if second home ownership was increasing even though the discount on second homes has been dramatically reduced and was advised that they have no figures but that it appeared that some owners had switched to business rates (having registered their second homes as businesses) though there was no information as to whether this was beneficial to owners.

I was given a powerpoint print out from County Council and then sent a powerpoint from District Council afterwards with their figures. (District Council had been informed it was to be a powerpoint presentation on the day so consequently had no prints with them).

The meeting concluded at 11.20ish.