

**NORTH WALSHAM TOWN COUNCIL**  
**25 April 2017**

**Minutes of the Meeting of the Town Council held on 25 April 2017**

**Chair:** Cllr B Hester

**Town Councillors Present:**

Cllr G Bull	Cllr A Canham
Cllr A Fryer	Cllr R Harris
Cllr R Murphy	Cllr R Sims
Cllr S Stuckey	Cllr D Turner
Cllr B West	Cllr E Wheeler
Cllr J Witte	

**District Councillors Present:**

Cllr V Gay Cllr V Uprichard

**County Councillors Present:**

**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 Cllrs Choudhury, Edge, Melville and M Seward, and from District Cllr E Seward.

**(c) Minutes of Town Council meetings**

As proposed by Cllr Stuckey and seconded by Cllr Canham, it was **RESOLVED**

**That the minutes of the meeting held on 28 March 2017 be signed by the Town Mayor as a true record of that meeting.**

**(d) Minutes of special meeting**

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

**That the minutes of the special meeting held on 11 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 Witte and seconded by Cllr Stuckey, 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 had circulated a summary crime report from information prepared by Cllr Melville (Annex A), along with other reports downloaded from <http://police.co.uk>. Given that specific information for the town was no longer directly available from local officers, and the website date was not up to date, there was a discussion on whether this remained a valid standing item on the Town Council agenda. As proposed by Cllr Sims and seconded by Cllr Witte, it was **RESOLVED**

**That the item on police issues be removed as a standing agenda item, that greater pressure be put on local officers to attend the Annual Town Meeting to make a report in that forum on issues and progress across a whole year, and that the Town Mayor, Deputy Mayor and Town Clerk would raise issues with the police as necessary.**

**(b) Reports from District and County Councillors**

District Cllrs Gay and Uprichard gave verbal reports on recent issues (Annex B).

**(c) Public participation**

Mr Berni Marfleet raised some matters regarding the development of the new Local Plan (Annex C).

As proposed by Cllr Murphy and seconded by Cllr Bull, 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 D. The Easter charity stall had raised £125. The North Walsham Play Easter Egg Hunt at the War Memorial Park had been very well attended, and had raised £1,006. As at the time of the meeting, 108 confirmations had been received for the Civic Dinner, with a further 6 or 7 expected.

**4 ITEMS REQUIRING DECISION**

**(a) Town Strategy**

Copies of Aylsham Town Council's Neighbourhood Plan questionnaire and evidence-gathering exercise (from July 2015 and December 2016 respectively) were circulated as examples of the questions the Town Council may wish to put to residents and interest groups in North Walsham in developing its own strategy for the future of the town. This was seen as crucial as the Local Plan timetable indicated a public consultation during 2017. As proposed by Cllr Bull and seconded by Cllr Murphy, it was **RESOLVED**

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**That the Town Clerk be asked to prepare a questionnaire for general circulation, with a draft presented to the next meeting along with costs for printing and distribution with the aim of circulating in June or July.**

Cllr Sims would advise on the Town Clerk regarding a potential source of assistance. Members also received an outline list of the various interest groups who should be addressed by means of workshops and direct meetings.

**(b) Recommendations from the Development & Amenities Committee**

- (i) Following receipt of a quote from TT Jones for installation of a light at Black Swan Loke, a further quote had been received from R Cozens (UK) Ltd. As proposed by Cllr Bull and seconded by Cllr Witte, it was **RESOLVED**

**That the quote from Cozens be accepted.**

- (ii) The Town Clerk had met with one of the Directors and the Practice Manager at Toll Barn Veterinary Centre to discuss a request for signs to be sited within the boundary of the Trackside Park, facing along the A149 and B1150. Toll Barn had offered £750 per annum which would help towards the cost of maintaining the dog exercise area. Members agreed this was an excellent start towards raising funds from other sources for Council activities. As proposed by Cllr Sims and seconded by Cllr Turner, it was **RESOLVED**

**That the Town Clerk be asked to write to Toll Barn accepting the proposal and offer of financial support/sponsorship.**

- (iii) The Town Clerk confirmed that the proposal to site a vehicle storage/maintenance compound at the New Cemetery was not legally possible due to the location of a number of unmarked graves along the proposed access route just inside the gates. Although a unit on the industrial estate was a possibility, it would only be an interim solution due to the time it would take to get necessary equipment onto Council sites prior to commencing work. As proposed by Cllr Bull and seconded by Cllr Fryer, it was **RESOLVED**

**That removal of the hedgerow adjacent to the ISO container at Chapel Cemetery, to make space for a compound, be explored.**

- (iv) The Town Clerk had contacted the two companies that had quoted in 2014 for soil testing at Spa Common. One had responded, agreeing to hold the price quoted. Cllr Witte had recently had soil testing carried out for proposed new premises, and would speak to that contractor about Spa Common.
- (v) It was agreed not to proceed with naming the new facilities being placed at Town Council parks.

**(c) Waste management**

Problems continued with the waste management service provided by Kier through NNDC. A further option would be explored by the Town Clerk.

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**5 ITEMS FOR INFORMATION**

**(a) CCTV relocation**

The Town Clerk had met with Norfolk Constabulary estates and IT representatives, and awaited the outcome of discussions on operational requirements. The options were to move the base unit to the local station, or retain it with the feed being directed to the station. The Town Council would continue to own the cameras and recording equipment. Cover for the annual maintenance contract and a new camera for the War Memorial Park were included in the precept.

**(b) Car park at Hopkins Homes development on Norwich Road**

NNDC had not yet replied to a request for an update on this.

**6 FINANCE**

**(a) Expenditure and receipts**

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

**That the Payments & Receipts report for March 2017 be approved.** (Annex E).

As proposed by Cllr Canham and seconded by Cllr Stuckey, it was **RESOLVED**

**That the Payments report for April 2017 to date be approved and that cheques be signed.** (Annex F)

**7 REPORTS FROM COMMITTEES AND EXTERNAL ORGANISATIONS**

**(a) Council Committees**

Development & Amenities Committee recommendations were dealt with at Item 4(b). There were no further Committee updates.

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

Cllr West would be attending a meeting of the Towns and Parishes group on 27 April 2017.

Cllr Canham had attended the AGM of the North Walsham Good Neighbour Scheme.

**8 FORTHCOMING MEETINGS AND EVENTS**

The following meetings and events were scheduled:

- a. Tuesday 2 May: Media & Information Committee
- b. Thursday 4 May: Markets Group
- c. Friday 12 May: Civic Dinner
- d. Sunday 18 June: Civic Service

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- e. Thursday 22 – Sunday 25 June: Funday weekend
- f. Sunday 23 July: Fun Fair arrives at War Memorial Park
- g. Wednesday 26 – Saturday 29 July: Fun Fair
- h. Sunday 13 August: 3<sup>rd</sup> Annual Westover Vets Charity Dog Show

**9     CORRESPONDENCE**

No significant items of correspondence had been received that had not already been addressed by the Town Council.

**10    ITEMS FOR NEXT AGENDA**

Spa Common soil testing  
Car park detailed in the Hopkins Homes development application  
Church Approach  
Precinct Sign  
Information Office  
Vehicle storage/maintenance compound

**EXCLUSION OF THE PUBLIC AND PRESS**

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

**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 Town Clerk reported on disciplinary matters. There was also a report on discussions about a Head Groundsman and an Apprentice Groundsman. The Town Mayor and the Chair of the Personnel & Grants Committee had conducted the office audit and provided a report. There would be a meeting of the Personnel & Grants Committee on 9 May 2017, following the Planning Committee.

The meeting closed at 20:16

Crime data for North Walsham – February 2017

(from <http://police.co.uk>)

1 x Perjury

6 x Violent/Sexual Assault

4 x Theft

1 x Shoplifting

15 x ASB

4 x Public Order

3 x Criminal Damage/Arson

2 x Vehicle Theft

1 x Drugs

2 x Burglary

From data prepared by Cllr Melville

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**Annex B**

**District & County Council Report**

*District Cllr Virginia Gay*

Sale of New Road offices to J D Wetherspoon

No further news was available. The contract documentation remained with Wetherspoon's Board awaiting agreement.

Outline planning application: Aylsham Road/Greens Road

This had been re-submitted by the developer.

Persimmon Homes development, Norwich Road

Work had begun on the site, but the developer had not completed all the conditions prior to commencement. An enforcement letter had been sent by NNDC.

*District Cllr Vivienne Uprichard:* Had been dealing with a number of local issues raised by constituents, and the local election had made this a busy period.

*District Cllr Eric Seward:* Had advised the Town Clerk that he had spoken to Norman Lamb MP regarding the flooding issues on Lyngate Estate, and that progress on this was now on hold due to the general election.

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**Annex C**

Mr Marfleet had discussed the Local Plan with Mark Ashwell, NNDC. The Plan was evolving. At present, it was looking at 2,000 to 2,500 new homes to the west of the town, with a relief road between Norwich Road and Cromer Road. To extend this link road to the other side of the railway would be costly; it would need development in the region of 5,000 to 6,000 new homes to fund this scale of infrastructure investment, which was far in excess of the number that NNDC needed to deliver over the life of the Plan. A relief road as currently proposed would not benefit Aylsham Road, as it would result in more HGV and car traffic. But at least NNDC were fully aware that this was an issue that needed to be recognised within the Local Plan. The following options were recognised:

- The engineering costs of any work involving the railway (such as bridges) was prohibitive and therefore unlikely to be funded
- It was thought that development to the south of the town might take a lot of traffic out of the west side
- It was recognised that there was an issue regarding extra vehicle movement on Aylsham Road, and a possibility may be to consider residential-only access.

Mr Ashwell retained an open mind regarding options, and the public consultation on the Plan was due later in 2017.

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**Annex D**

**Town Mayor's Report February 2017**

6 April 2017: Mayor's Easter Charity Stall for Mayor's Charities  
13 April 2017: Woodville Park – Ground-breaking ceremony  
17 April 2017: Afternoon of Caribbean music, soul and limbo dancing

Attended various sub-committee meetings

**Forthcoming events**

30 April 2017: Sunday market  
12 May 2017: Civic Dinner

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Annex E

**NORTH WALSHAM TOWN COUNCIL**

6/1

PAYMENTS and RECEIPTS for 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
Espo	293	3793	stationery	64.93	12.99	77.92
Petty Cash	295	3795	sundries/postage	98.72		98.72
Nick Clancy	296	3796	Travel expenses	32.22		32.22
Bob White	297	3797	Sunday market signs	45.00		45.00
Abbey Memorials (Stonecraft) Ltd	298	3798	Headstone repairs	498.00	99.60	597.60
ESPO	299	3799	stationery	33.38	6.67	40.05
Eastern Business Systems Ltd	300	3800	Photocopying - Mar	125.67	25.14	150.81
Hags-imp	301	3801	New slide for memorial park	10,984.00	2,196.80	13180.80
Ernest Doe & sons Ltd	302	3802	General maintenance	457.25	91.46	548.71
SLCC	303	3803	Books for the office	498.56	2.00	500.56
Restore Datasheed	304	3804	Confidential waste disposal	34.46	6.89	41.35
NW Heritage Group	305	3806	Grant donation	500.00		500.00
<b>Christmas lights &amp; Funday</b>						
North Walsham Community Assoc	292	3792	Funday - Hall hire psychic night	49.49	0.78	50.27
B & W Services	294	3794	Funday - Hire of race night tapes	75.99		75.99
<b>TOTAL</b>				<b>£17,019.30</b>	<b>£2,670.61</b>	

Salaries	7,936.31
Tax & National Insurance	1,964.93
Superannuation	2,228.69
Mobile Phone	30.38
Unison	34.50
<b>TOTAL</b>	<b>£12,194.81</b>

**TOTAL PAYMENTS** £29,214.11

RECEIPTS	Details	VAT
Park	Tennis/Poppies rent	480.00 24.00
Cemetery	Burials/Lodge rent	4093.16
Amenities		
Market	Thursday & Sunday markets	1404.42
Services		
Grants/Charities		
Administration	Bank interest	2.36
Other		
Christmas lights & Funday		
Reclaim VAT		
Precept		
<b>TOTAL RECEIPTS</b>		<b>£8,979.94</b> <u>£24.00</u>

MAYOR'S CHARITY TOTAL £1279.34

Town Mayor

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Annex F

**NORTH WALSHAM TOWN COUNCIL**

**PAYMENTS and RECEIPTS up to 19th APRIL 2017**

PAYMENTS	No.	Chq no.	Details	Amt	VAT	TOTAL
Eon	1	D Debit	Streetlight electricity Mar	132.99	6.65	139.64
Eon	2	D Debit	Christmas lights & Market electricity	57.54	2.88	60.42
Fuel Genie	3	D Debit	Fuel March	218.17	43.64	261.81
Aldenmore	4	D Debit	Tractor rental Apr	425.50	85.10	510.60
Grenke	5	D Debit	quarterly Photocopier lease	321.36	64.27	385.63
Dataquest	6	D Debit	Broadband Mar not yet received			
Matrix Telecom	7	D Debit	Phone calls Mar, line rental Apr	67.83	13.57	81.40
Structure-flex	8	3806	Tarpaulin for bunials	90.00	18.00	108.00
Methodist Church	9	3806	Hall hire for council meetings	96.00		96.00
Bluebell Pond	10	3807	Annual grant	450.00		450.00
Test for Cemetery & Crematorium Ma	11	3808	Annual membership subscription	90.00		90.00
Norfolk Association of Local Councils	12	3809	Annual membership subscription	1,149.89		1149.89
North Norfolk District Council	13	3810	Installing and emptying dog bins	1,874.80	374.96	2249.76
NW Community Association	14	3811	Annual subscription	8.33	1.67	10.00
Community Rail Norfolk	15	3812	Annual grant	500.00		500.00
Norfolk Development & Management	16	3813	Annual Membership subscription	2,080.00		2080.00
NW Community Association	17	3814	Annual Town Meeting	51.97	0.81	52.78
North Norfolk District Council	18	3815	Entertainment licence & change address	80.50		80.50
Tree Hopper	19	3816	Cutting down dead beach tree cemetery	380.00	76.00	456.00
North Walsham Garden Centre	20	3817	Turf/plant mesh/edging blades	68.27	13.66	81.93
Zurich Municipal	21	3818	Insurance for year	3,567.92		3587.92
C T Bakers	22	3819	Post crate/belts/washers	9.57	1.91	11.48
Petty Cash	23	3820	Postage/mkt entertainment/sundries	139.63		139.63
<b>Christmas lights &amp; Funday</b>						
Annie's Attic	24	3821	Funday Friday 23rd June entertainment	200.00		200.00
<b>TOTAL</b>				<b>£12,080.27</b>	<b>£703.12</b>	

Salaries  
Tax & National Insurance  
Superannuation  
Mobile Phone  
Unison

**TOTAL** £0.00

**TOTAL PAYMENTS** £12,080.27

	RECEIPTS	Details	VAT
	Park		
	Cemetery		
	Amenities		
	Market		
	Services		
	Grants/Charities		
	Administration		
	Other		
	Christmas lights & Funday		
	Reclaim VAT		
	Precept		
	<b>TOTAL RECEIPTS</b>		<b>£0.00</b>

MAYOR'S CHARITY TOTAL £1279.34

Town Mayor

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