

NORTH WALSHAM TOWN COUNCIL
30 May 2017

Minutes of the Meeting of the Town Council held on 30 May 2017

Chair: Cllr S Stuckey

Town Councillors Present:

Cllr G Bull	Cllr P Edge
Cllr A Fryer	Cllr R Harris
Cllr B Hester	Cllr J Melville
Cllr R Murphy	Cllr M Seward
Cllr R Sims	Cllr D Turner
Cllr E Wheeler	Cllr J Witte

District Councillors Present:

Cllr N Lloyd Cllr E Seward

County Councillors Present:

Cllr E Seward Cllr J Timewell

The meeting opened at 19:30

Open to the Press and Members of the Public

The new Town Mayor gave a brief introduction to her aims for the year ahead (see Annex A), and announced that her nominated charities would be the St Nicholas Church WWI Memorial Window Restoration Fund and North Walsham Play.

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

Cllr Turner declared an interest in Item 4(f).

(b) Apologies for Absence

Apologies were received and accepted from Cllr Choudhury.

(c) Minutes of Town Council meetings

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

**That the minutes of the meeting held on 25 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 Bull and seconded by Cllr Murphy, 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) Reports from District and County Councillors

District Cllrs Lloyd and County Cllrs Seward and Timewell gave verbal reports on recent issues (Annex B).

(b) Public participation

No members of the public were present who wished to comment.

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

That the meeting be reconvened.

3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

Details of meetings and events attended by the Town Mayor for 2016/17 are at Annex C. He had this morning donated cheques for £962.92 each to Carol Dunnell for the North Walsham Dementia Support Group and Rev Paul Cubitt for the St Nicholas Church WWI Memorial Window Restoration Fund, with the presentations taking place at the Cameo Café. Cllrs Murphy and Seward, to general acclaim, thanked Cllr Hester for what he had achieved in his year in office, and acknowledged the significant amount of money raised for his charities.

4 ITEMS REQUIRING DECISION

(a) Planning applications

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

That in the rare instances where an extended period occurred between meetings (for example 9 and 30 May 2017) which meant no meetings were scheduled prior to the response deadline, delegated authority be given to the Chair and Deputy Chair of Planning, the Town Mayor and the Town Clerk to decide the Council's response to such applications in consultation with other Members.

It was noted that this occurrence would be very rare and would only affect minor applications. Major development applications had a longer consultation period. It was further noted that the Chair could call additional meetings if necessary.

(b) Town Strategy

The Town Clerk acknowledged that the draft was too long for a practical questionnaire that people would read. It was also noted that more detail was needed on education and health services, including the Cottage Hospital. Members were asked to email further comments/suggestions to the Town Clerk so that a final draft could be prepared.

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(c) Town Council Election

Discussion included the merits of issuing poll cards for the forthcoming West Ward election(s), and an acknowledgement that if two elections were held it could cost this Council nearly £7,000. As proposed by Cllr Sims and seconded by Cllr Hester, it was **RESOLVED** by majority vote

That poll cards would not be issued, and that the Town Clerk be asked to advise NNDC Electoral Services accordingly.

(d) Naming of 4/4A MARKET STREET

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

That NNDC be asked to name the paved area Church Approach.

(e) Vehicle storage/maintenance compound

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

That a ground penetrating radar test be done at the proposed site in the New Cemetery to determine the placement of graves and remains.

As this was consecrated ground, the Town Clerk would seek permission for this from the Diocesan Registrar.

(f) Replacement fencing at Trackside

Only one quote had been received to date, although three had been sought and chased. As proposed by Cllr Bull and seconded by Cllr Witte, it was **RESOLVED**

To ask the Town Clerk to follow up the outstanding quotes a final time, and if not forthcoming that the quote from Norgate Builders for £7,800 be accepted.

(g) Resurfacing of unadopted road access to Woodville via Debenne Road

A decision was deferred pending further information from Cllr Harris and Proscap. As the Council had already agreed to this work being done, and there was a health and safety issue that fell within the Town Clerk's delegated authority, it was agreed that this be taken forward by the Town Clerk as a matter of urgency.

(h) Requests to use the War Memorial Park

i. As proposed by Cllr Melville and seconded by Cllr Seward, it was **RESOLVED**

That North Walsham Play be granted permission to hold an Easter Egg Hunt in 2018

ii. As proposed by Cllr Melville and seconded by Cllr Bull, it was **RESOLVED**

That New Stages be granted permission to hold performances on the park on 23 July and 6 August 2017.

iii. As proposed by Cllr Bull and seconded by Cllr Sims, it was **RESOLVED**

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That the request from Warwick University Tennis Club to block-book the War Memorial Park courts from 31 July until 4 August be agreed, and that a low flat-rate charge of £150 be agreed to encourage such uses in future.

5 ITEMS FOR INFORMATION

(a) North Walsham Police

The Town Clerk had met with Insp Teresa Futter and representatives of Secure Defence (CCTV contractor) on 11 May 2017 to discuss the future siting of the CCTV unit and costs for relocation options. It was noted that the Council would still retain ownership of the kit if it was moved, and would continue contributing towards maintenance costs (this was already in the precept). Secure Defence had submitted quotes for three options for the police to consider.

(b) CCTV recorder/base unit and Vicarage Street Car Park incident

The base unit had now been returned following completion of the criminal investigation and court case, and would be reinstalled on 5 June. Great Yarmouth CID, who had led the investigation into the incident, had written a letter of thanks to the Council.

(c) Car park at the Hopkins Homes development on Norwich Road

District Cllr Lloyd was asked if he could seek information from NNDC officers about this, and advise the Town Clerk.

(d) Soil testing at Spa Common

A desk study had been completed, and the initial report suggested the reported “village dump” may be at the border or even on adjacent land. An intrusive study had been scheduled for 9 June. This would establish the extent of any contamination.

(e) Information Office

Furniture and leaflets had been moved into the new office, with one volunteer due to help sort this out during the course of this week. Cllr Melville was assisting with contacting volunteers.

(f) Precinct Sign

It had not been possible to establish what had happened to the original sign pointing to the precinct from Market Place. NNDC would be asked about finger posts for this and the toilets. Cllr Lloyd was asked to direct the appropriate NNDC department to the Town Clerk.

6 FINANCE

(a) Expenditure and receipts, April 2017

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

That the Payments & Receipts report for April 2017 be approved. (Annex C).

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(b) Expenditure, May 2017 to date

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

That the Payments report for May 2017 to date be approved and that cheques be signed. (Annex D)

(c) Internal Auditor's Report for the year ending 31 March 2016

The report was received. As proposed by Cllr Bull and seconded by Cllr Melville, it was **RESOLVED**

To ask the Town Clerk to investigate the suggestions made by the auditor in regard to bonds and the future of the business account.

(d) Annual Governance Statement 2016/17

This was read out as required, and each step approved. The return was then signed and dated by the Town Mayor.

7 REPORTS FROM COMMITTEES AND EXTERNAL ORGANISATIONS

(a) Reports from Council Committees:

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

ii. The minutes of the Development & Amenities Committee meeting held on 18 April 2017 were received.

(b) Updates from Council representatives to external organisations

Cllr Melville reported that SNAP had agreed with the police that traffic behaviour on Aylsham Road and Green's Road would be a priority for the coming quarter. SNAP had also asked for a second, younger member of the Council be appointed as a representative.

8 FORTHCOMING MEETINGS AND EVENTS

The following meetings and events were scheduled:

- a. Sunday 18 June 2017: Civic Service, St Nicholas Church
- b. Thursday 22 – Sunday 25 June 2017: Funday weekend
- c. Sunday 23 July 2017: Fun fair arrives at War Memorial Park
- d. Wednesday 26 – Saturday 29 July 2017: Fun Fair
- e. Sunday 13 August 2017: 3rd Annual Westover Vets Charity Dog Show

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9 CORRESPONDENCE

The Town Clerk had circulated the official notification of the new Norfolk County Chairman.

10 ITEMS FOR NEXT AGENDA

Appointing a Member to the Information Office
Appointment of Neech Loan Trustees
Dates for meetings including Standing Orders Sub-Committee
Policy on mobile phones/electronic devices
Update on Cemetery radar investigation and storage facilities

The meeting closed at 20:55

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Annex A

Introductory statement from Town Mayor for 2017/18, Cllr Sallie Stuckey

I would like to say thank you for voting me in with confidence. This is going to be an exciting year for all of us and I look forward to all the challenges that I and you may face.

1.

My aim for my year being mayor is to gain the towns trust and confidence in this council and encourage everyone to feel comfortable in voicing their positive and constructive criticism. I would like to see more people to come and see how the council works by coming and see what we do in our meetings.

2.

To have the town residents and businesses have their input in the town strategy plan, and have those who have knowledge in certain areas to help with us as the council get this strategy plan up to help the town and to have more voice in what they would like.

3.

To have our website more inviting and easier to move around it. Guidance to inform people which departments do what, and what we as the town council do, district and county.

4.

My choice for the Mayors Charity will be the St Nicholas WW1 Window and North Walsham Play. My choice for these 2 are that I enjoy looking around the architecture of old buildings and knowledge the costs for upkeep is horrendous, and other one I want to see the whole town have the ability to use our play equipment, this from toddlers, teenagers, adults, and all disabilities.

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Annex B

District & County Council Report

District Cllr Nigel Lloyd

North Norfolk District Council

Cllr Richard Shepherd had been elected as Chair, with Roy Reynolds as Deputy. Cllr Tom FitzPatrick had been re-elected as Leader following a leadership challenge, and a Cabinet reshuffle was expected.

Cromer Pier

Tenders had been issued for the operation of Cromer Pier.

Waste management

Due a lack of capacity at Kier, there was now a waiting list of about 400 for brown bins. The contract for waste management was being examined, and there was a possibility of a shared service with neighbouring district councils. Issues such as capacity would presumably be addressed during any procurement process.

Big Society Fund

£250,000 had been allocated to the Fund for 2017/18.

Local Plan

A Retail & Town Centre Usage Study had been commissioned to help inform the Local Plan. Cllr Lloyd felt that this was simply reinventing the wheel, as much of this – or similar – work had already been done in various guises.

JD Wetherspoon

Following removal of the access issue that had been delaying progress, there was no further known impediment to the deal for JDW to come to North Walsham.

County Cllr Eric Seward

Very little had happened at County Council since the beginning of April. A new chairman had been elected, and new committee members had been appointed. Following the recent election, the Conservative Group held an absolute majority with 55 seats, with other groups holding 29 seats. This would mean that County Council policies and the financial climate would be dictated by Conservative policy for the next four years. Opposition members would have to take whatever opportunities arose to influence policies. For the two North Walsham representatives, Cllr Seward would be sitting on the Policy & Resources Committee and Cllr Timewell on the Economic Development Committee.

As District Cllr, Cllr Seward reported that the Local Plan was now behind schedule due to lack of planners nationally, which meant the Council was struggling to fill vacancies.

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Annex C

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PAYMENTS and RECEIPTS for 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
Aldermore	4	D Debit	Tractor rental - Apr	425.50	85.10	510.60
Erenka	5	D Debit	quarterly Photocopier lease	321.36	64.27	385.63
Dataquest	6	D Debit	Broadband - Mar	13.99	2.80	16.79
Matrix Telecom	7	D Debit	Phone calls - Mar, line rental - Apr	67.83	13.57	81.40
Structure-flex	8	3806	Tarpaulin for burials	90.00	18.00	108.00
Bluebell Pond	9	3807	Annual grant	450.00		450.00
Inst for Cemetery & Crematorium Ma	10	3808	Annual membership subscription	90.00		90.00
Norfolk Association of Local Councils	11	3809	Annual membership subscription	1,149.89		1149.89
North Norfolk District Council	12	3810	Installing and emptying dog bins	1,674.80	374.96	2249.76
NW Community Association	13	3811	Annual subscription	8.33	1.67	10.00
Community Rail Norfolk	14	3812	Annual grant	500.00		500.00
Norfolk Development & Management	15	3813	Annual Membership subscription	2,080.00		2080.00
NW Community Association	16	3814	Annual Town Meeting	51.97	0.81	52.78
North Norfolk District Council	17	3815	Entertainment licence & change address	80.50		80.50
Tree Hopper	18	3816	Cutting down beech tree - cemetery	380.00	76.00	456.00
North Walsham Garden Centre	19	3817	Turf/plant mesh/edging blade	68.27	13.66	81.93
Zurich Municipal	20	3818	Insurance for year	3,587.92		3587.92
C T Bakers	21	3819	Post crets/hots/washers	9.57	1.91	11.48
Petty Cash	22	3820	Postage/mkt entertainment/sundries	139.60		139.60
Methodist Church	24	3822	Hall hire for council meetings	96.00		96.00
ICD	25	D Debit	Annual subscription	35.00		35.00
Christmas lights & Funday						
Arries Attic	23	3821	Funday Fri 23rd June entertainment	200.00		200.00
TOTAL				£12,129.23	£705.92	

Salaries	8,414.70
Tax & National Insurance	2,043.93
Superannuation	2,483.03
Mobile Phone	
Unison	

TOTAL £12,941.66

TOTAL PAYMENTS £25,070.89

RECEIPTS	Details	VAT
Park	Peppies rent/Tennis	377.09 3.41
Cemetery	Lodge rent/burials	2349.50
Amenities		
Market	Thursday & Sunday market	2390.42
Services		
Administration	interest	2.00
Other	Mayors charity/Civic dinner	1960.00
Reclaim VAT		4566.73
Precept		153465.00
Christmas lights & Funday	Funday stalls & raffle	628.10
TOTAL RECEIPTS		£165,738.84 <u>£3.41</u>

Town Mayor

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Annex D

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PAYMENTS and RECEIPTS up to 19th MAY 2017

PAYMENTS	No.	Chq no.	Details	Amt	VAT	TOTAL
cancelled		3823	cancelled chq	0.00		0.00
Grice & Foster Events Ltd	26	3824	Tables for Civic dinner	100.00	20.00	120.00
Petty Cash	27	3825	Band/Raffle prize/hospitality - C dinner	440.00		440.00
Flying Cockerel	28	3826	Food for civic dinner	2,380.00		2380.00
Eon	29	Debit	Streetlight Electricity - Apr	128.70	6.44	135.14
Eon	30	Debit	Chapel Electricity Jan - Apr	75.99	3.80	79.79
Eon	31	Debit	Clock tower Electricity Jan - Apr	43.28	2.16	45.44
Anglian water	32	Debit	Chapel Water rates Dec - Mar	11.44		11.44
Aldermore	33	Debit	Tractor rental May	425.50	85.10	510.60
Matrix Telecom	34	Debit	Phone calls Apr, rental May	66.15	13.23	79.38
Dataquest	35	Debit	Broadband Apr	13.99	2.80	16.79
Fuel Genie	36	Debit	Fuel Apr	241.10	48.19	289.29
North Walsham Community Assoc	37	3827	Hire of hall for civic dinner	131.48	2.07	133.55
North Walsham Garden Centre	38	3828	New Efc0 strimmer	212.50	42.50	255.00
Moneysoft Ltd	39	3929	Annual payroll software licence	65.00	13.00	78.00
Norfolk Training & Support	40	3830	Cemetery course - N Clancy & F Collett	75.00		75.00
P & E Brister & Sons	41	3831	Digging of grave that was collapsing	295.00		295.00
Espe	42	3832	litter & dog bin bags, litter pickers	128.38	25.67	154.05
EBS	43	3833	photocopying for Jan & Apr	162.47	32.49	194.96
Ernest Doe	44	3834	servicing of mower/ground m'nce	215.66	43.14	258.80
Petty Cash	46	3836	stationery/postage	92.55		92.55
Christmas lights & Funday						
Carl Baker	45	3835	showman frame	150.00		150.00

TOTAL £5,454.19 £340.59

Salaries	8,478.87
Tax & National Insurance	2,053.19
Superannuation	2,483.03
Mobile Phone	
Unison	

TOTAL £13,015.09

TOTAL PAYMENTS £18,469.28

RECEIPTS	Details	VAT
Mayor's Charity		
Bank		
Cemetery		
Agencies		
Market		
Services		
Grants/Charities		
Administration		
Other		
Christmas lights & Funday		
Reclaim VAT		
Receipt		
MAYOR'S CHARITY TOTAL €1414.34		
TOTAL RECEIPTS	<u>£0.00</u>	<u>£0.00</u>

Town Mayor