

**NORTH WALSHAM TOWN COUNCIL**  
**26 September 2017**

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

**Chair:** Cllr S Stuckey

**Town Councillors Present:**

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

**District Councillors Present:**

Cllr V Gay	Cllr N Lloyd
Cllr E Seward	Cllr V Uprichard

**County Councillors Present:**

Cllr E Seward

The meeting opened at 19:00

**Open to the Press and Members of the Public**

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

**To accept additional agenda items covering personnel matters.**

**1 ADMINISTRATIVE MATTERS**

**(a) Declarations of Interest**

No interests were declared.

**(b) Apologies for Absence**

Apologies were received and accepted from Cllr Wheeler.

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

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

**That the minutes of the meeting held on 25 July 2017 be accepted as a true record of that meeting.**

**2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION**

As proposed by Cllr Hester 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**

County Cllr Seward and District Cllrs Uprichard, Gay and Lloyd gave verbal reports on recent issues (Annex A).

**(b) Public participation**

A summary of matters raised by members of the public is at Annex B.

During the course of this section of the agenda it became apparent that it would extend beyond the 15 minutes generally permitted. As proposed by Cllr Hester and seconded by Cllr Seward, it was **RESOLVED**

**To suspend Standing Order 1.7 to permit continuation beyond the permitted time.**

As proposed by Cllr Sims and seconded by Cllr Melville, 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 are at Annex C.

**4 ITEMS REQUIRING DECISION**

**(a) Town Strategy**

The Strategy Working Group had agreed a list of proposed workshops, which were included in the final report. This would be considered by the Working Group and then presented to the full Council for approval at an Extraordinary Meeting at the next available opportunity (10 October).

**(b) Parish Partnership Scheme 2017/18**

The deadline for applications was 11 December 2017. Members were asked to consider possible proposals to discuss with the Highway Engineer, and to advise the Town Clerk as soon as possible. Immediate options raised included improved signposting, improvements to the footpath at the junction of Church Street and Market Place, improvements to the island at Grammar School Road, a permanent speed camera, and traffic calming near the Acorn Road park.

*[Cllr Choudhury left the meeting at 19:55]*

**(c) Norfolk Park Homes**

As County/District Cllr Seward had already covered this issue, it was agreed there was no need to discuss further.

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**(d) IT Provision**

The router currently used by the Town Council was a domestic one and was several years old. As proposed by Cllr Hester and seconded by Cllr Edge, it was **RESOLVED**

**To ask the Town Clerk to proceed with ordering a business router per the estimate of £383.25 (excl VAT) provided by TechGeeks.**

**(e) Information Office Funding**

Members were reminded that the Information Office itself had no budget for purchases, ie unbudgeted spend had been incurred in order to get the unit up and running. With only four weeks of the season remaining any further requests should be deferred. An itemised list of Information Office expenditure would be provided to Cllr Melville.

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

i. *Heavy-duty mower:*

Following the decision made during the 2016/17 session that such an item would be a requirement for taking on the County Council urban grass cutting role, the grounds team had tested six different machines and had produced a rating for each. The John Deere 1570 was recommended. The purchase price provided by Ben Burgess Garden Equipment was £20,100 new, or £16,250 for an ex-hire model. Lease costs were awaited. As proposed by Cllr Hester and seconded by Cllr Witte, it was **RESOLVED**

**That the final decision on purchasing or leasing be delegated to the Development & Amenities Committee.**

ii. *Council representative for Men In Sheds project:*

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

**That Cllr Fryer be appointed as the representative to the organising committee.**

iii. *Market Cross Renovation:*

The Town Clerk advised that Heritage England would need a detailed proposal, prepared and costed by a heritage buildings expert, in order to approve any works to a listed structure such as the Market Cross. The Town Clerk would pursue this.

iv. *Future location of Information Office:*

Rev Cubitt had offered the Saddlers' Rooms as a larger site for the Information Office, which could be combined with a Heritage Centre. On site facilities included a kitchen and toilets. As proposed by Cllr Hester and seconded by Cllr Murphy, it was **RESOLVED**

**To open discussions with Rev Cubitt and the Church Commissioners for opening in the 2018 season (march to October).**

**(g) Town Guide**

It was agreed that this should be a joint project for the Council, Archive Group and Chamber of Business in future, with the Media & Information Committee setting up a

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group to take it forward. As proposed by Cllr Hester and seconded by Cllr Sims, it was **RESOLVED**

**That a meeting be called with all interested parties to discuss the future Town Guide.**

**5 ITEMS FOR INFORMATION**

**(a) GPR Scanning of New Cemetery**

As a result of Highways engineering staff being seen on the Lynfield estate and Woodville Park, it had come to light that Highways had an in-house GPR scanning unit. Following a query, it had been agreed that the Town Council could hire the service for its needs. The Town Clerk was seeking to contact the unit manager to make arrangements.

**6 FINANCE**

**(a) Expenditure and receipts, July to September 2017**

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

**That the Payments & Receipts report for July 2017 be approved.** (Annex D).

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

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

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

**That the Payments report for September 17 to date 2017 be approved.** (Annex F).

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

**To transfer the remaining Christmas Lights and Funday balances of £9,044 to the new Walsham Community Events bank account.**

**(b) Precept meetings**

A meeting of the Finance Committee would be scheduled for week commencing 16 October 2017, to discuss arrangements for these meetings to be held in October and November. Members were reminded to be proactive and submit proposals for activities/projects that would need funding through the precept.

**(c) COIF bank account signatories**

Cllrs Melville, Mooney, Sims and Turner agreed to act as signatories on the War Memorial Park Trust bank account.

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**7 REPORTS FROM COMMITTEES AND EXTERNAL ORGANISATIONS**

**(a) Reports from Committee Chairs**

There were no reports.

**(b) Reports from external representatives**

Cllr Witte reported that Regenerate North Walsham was now engaged in discussions with the Crown Estate over the future of St Nicholas Court.

**8 FORTHCOMING MEETINGS AND EVENTS**

The following meetings and events were scheduled:

- a. Wednesday 27 September 2017 – 2<sup>nd</sup> Lyngate Estate Floods meeting (public meeting to be chaired by the Rt Hon Norman Lamb MP).
- b. Wednesday 4 October 2017 – Meeting with Highway Engineer and Save Our Street campaign leaders to discuss possible traffic calming measures for Aylsham Road
- c. Tuesday 10 October 2017 – Development & Amenities Committee (following Planning Ctte)
- d. Monday 16 October 2017 – training for new Members
- e. Wednesday 18 October 2017 – SNAP

**9 CORRESPONDENCE**

A letter had been received from North Walsham Town FC seeking funding support for new floodlighting. The Town Clerk would contact the Secretary to seek further details.

**10 ITEMS FOR NEXT AGENDA**

- GPR survey
- Car park on Hopkins Homes development

**EXCLUSION OF THE PUBLIC AND PRESS**

As proposed by Cllr Murphy and seconded by Cllr Witte, 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.**

The following statement was made by the Town Mayor:

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I want to take the opportunity to remind everyone about the Councillor Code of Conduct, and in particular the Nolan Principles within it

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Every Councillor signed up to these when signing their Acceptance of Office paperwork and yet it is my belief that some of us are choosing to ignore them when it suits.

I believe that as a group we can be frank and honest and have a healthy debate, but we must also act in accordance with what is expected of us as public figures.

It is time to move on and apologise to each other, and staff, for things that have been said or done in the past, and accept that we are all part of the same team and here for the same thing, the people of North Walsham.

In view of this I would like to move the following motion;

All Councillors are to ensure that they understand, fully, their Terms of Reference which they agreed to on signing their Acceptance of Office. Furthermore, all Councillors fully understand what is expected of them as public figures.

As proposed by the Town Mayor and seconded by the Deputy Mayor, it was **RESOLVED**

**That the statement be accepted.**

**11 Note of items discussed**

In this section the Council discussed:

- the appointments of a Head Groundsman and Deputy Head Groundsman
- an offer of a gift of land
- Action to be taken at the former surveyors' pit at Spa Common
- Management of the Information Office
- Members' use of the press and social media

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- The award of grants under delegated powers during Recess to the World War I Commemoration Group (£400) for the screening of “Passchendaele”, and to the Guerilla Gardener (up to £400), which were agreed
- Other personnel issues.

The meeting closed at 21:20.

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**Annex A**

**County and District Council Reports**

*District Cllr V Uprichard*

- There had been no progress with regard to J D Wetherspoon and the New Road site. The contract had still not been signed. It was for NNDCs administration to make a decision on how long the town would wait for this to come to fruition.
- The McCarty & Son development on New Road had been approved. The developer did not have to pay any s.106 monies, but has agreed a legal contract to contribute funds towards the library and the War Memorial Garden, which are amenities they believe their demographic will utilise. It was noted that McCarty & Son had categorically said, at the presentation earlier this year, that they would put money into local NHS services due to the elderly population. The Heritage Group and bus interchange had also been mentioned at the presentation.
- District Members had been unaware of the McColl/Subway development until they visited the former Council Offices in week commencing 18 September. No planning application had been submitted, although a planning officer had stated that an application for a change of use from A1 to A3 was required. It was further noted that the building was a listed structure, and that a licence to serve hot food was required. Members reported that the store manager had stated that planning permission was not required and that there was no intention to apply.
- NNDC administration appeared to agree that a policy was needed with regard to the testing of ice in public houses.

*District Cllr N Lloyd*

- There was a move at District Council level towards the commercialisation of NNDC assets.
- The Green Build event had been a success once again, with more than 6,000 visitors.
- The Sports Centre continued to go from strength to strength, with more than 13,000 visitors last year.
- NNDC had received a letter from the government asking why it had not yet started the process of distributing business rates relief funding. The Council had committed to contacting all affected businesses. It was noted that this process was very poor from a business point of view, with one Member having received it four days into a seven-day response period.
- Cllr Lloyd agreed to investigate the possibility of a height restriction barrier being installed at the entrance to Mundesley Road Car Park.

*District Cllr V Gay*

- The appeal against enforcement action on the Aitken House development would be decided by original representations.



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- NNDC had decided to take no further action with regard to the York stone paving at Church Approach. Local Members would seek to investigate.

County Cllr E Seward

- The government intended to issue proposals relating to the capping of town and parish councils at the time of the provisional local government finance settlement.
- The bus interchange had now been moved into the North Walsham part of the Norfolk County Council Market Towns Study. This would also be a good place to argue for a link road.
- The “Norfolk & Suffolk Local Enterprise Strategy” had completely ignored North Norfolk.
- The difficulty with the situation at Norfolk Park Homes was that much revolved around the issue of trees. Continuing enquiries could lead to action under criminal law. NPH had been asked to produce a formal, detailed tree management plan.
- Following the Persimmon Homes road closure application, Cllr Seward would write to the Chair of the Environment, Development & Transport Committee to seek consideration of a possible policy change relating to future developments and road closure applications.
- Cllr Seward had attended an awards event at North Walsham Library on 25 September, handing out certificates to children who had completed the Summer Reading Challenge.
- The Rt Hon Norman Lamb MP would be chairing a public meeting about flooding on the Lynfield estate on 27 September. County Council, District Council and Anglian Water officers would be present.

**Note of points raised under Public Participation**

Mr Wayne Beauchamp raised the issue of the Town Guide. He noted that costs of previous publications had been covered by advertising, and that he had retained all the files including the history of the publication back to the 1930s (although it was believed to be older than that). Mr Beauchamp was willing to continue to support the production of the guide and to share the files.

Mr Bob White (Showcase Gallery) reported that the traffic lights at the bypass were badly out of sync again. He also asked if someone could put some effort into the upkeep of shop fronts in the town centre.

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**Annex C**

**Town Mayor's Report**

6th August	High School sports day
13th August	Westover Dog Show
5th September	Scouts AGM
7th September	Chairman of NNDC Richard Shepherd charity event.
14th September	Paston College Rewards
15th September	Battle of Britain at County Hall
19th September	British Legion at the Great Hospital Norwich.

Also attended various meetings.

The Deputy Mayor went to the WW1 presentation in the Atrium

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Annex B    6a

**PAYMENTS and RECEIPTS for JULY 2017**

PAYMENTS	No.	Chq no.	Details	Amt	VAT	TOTAL
petty Cash	91	3870	sunshies/postage	163.59	0.55	164.14
Eon	92	D Debit	Electricity Streetlights - June	158.91	7.95	166.86
Eon	93	U Debit	Electricity Clock Tower Apr-July	67.11	3.36	70.47
Eon	94	D Debit	Electricity Chapel June-July	27.38	1.37	28.75
Matrik Telecom	95	D Debit	Cell's June, Rental July	225.44	45.09	270.53
Dataquest	96	D Debit	Broadband July	29.99	2.80	32.79
Grenke	97	D Debit	Photocopier lease apr-July-Sept	321.36	64.27	385.63
Fuel Genke	98	D Debit	Fuel June	340.30	68.05	408.35
Espo	99	3877	stationery	68.71	13.74	82.45
I Melville	100	3878	Tourist information expenses	19.99		19.99
North Walsham in Bloom	101	3879	50% of annual grant to NWIE	1,250.00		1,250.00
Carl Bird	102	3880	Green waste	17.60	3.52	21.12
S R Print & Design	103	3881	Printing of 7,000 strategy leaflets	777.98		777.98
Andrew Lee	104	3882	fix leak in chapel workshop	111.30		111.30
Restosteel Construction Ltd	105	3883	repair marble cover in memorial park	50.00		50.00
Restore Datasheed	106	3884	shred confidential waste	34.40	6.88	41.28
Workstead Festival	107	3885	Donation to workstead festival	50.00		50.00
New Stages	108	3886	Donation to New Stages	350.00		350.00
TT Jones Electrical Ltd	109	3887	Streetlight annual clean & testing	300.37	60.07	360.44
ROSPA	110	3888	Plyground inspections	301.00	60.20	361.20
CJ Baker	111	3889	bolts	6.22	3.24	7.46
Hags SMP (Woodville)	112	3890	New equipment Woodville	12,271.52	2,454.30	14,725.82
Glasdon UK Ltd	113	3891	2 new bus hubs	268.24	53.64	321.88
Secure Defence UK Ltd	114	3892	Annual maintenance contract	8,165.00	1,633.00	9,798.00
CPRE	115	3893	Annual subscription	36.00		36.00
Ernest Doe & sons Ltd	116	3894	General maintenance	452.79	90.56	543.35
petty Cash	117	3895	Postage/sundries	108.72		108.72
SLOC	118	3896	Conference for M Clancy - Feb	382.00	23.20	405.20
NW Good Neighbours	119	3897	Market Donation Jan- June	525.00		525.00
EBS	120	3898	Photocopying June	93.81	18.76	112.57
Aldermore	124	D Debit	Tractor lease July	425.50	85.10	510.60
Christmas Lights & funday						
NW High School	122	3899	Hire of hall for a Starey night	137.50		137.50
St John Ambulance	122	3900	Attendance at funday weekend	514.70	62.94	577.64
Came & Company	123	3901	Insurance for C/Lights & F/day	294.70		294.74
Bank charges		DC	Bounced chq	4.50		4.50
				<b>£26,135.73</b>	<b>£4,760.60</b>	
Salaries				9,487.70		
Tax & National Insurance				2,162.17		
Superannuation				2,483.03		
Mobile Phone						
Unison						
			<b>TOTAL</b>	<b>£14,139.20</b>		
			<b>TOTAL PAYMENTS</b>		<b>£42,268.93</b>	
<b>RECEIPTS</b>			<b>Details</b>		<b>VAT</b>	
			Park	809.17	9.83	
			Cometary	2784.90		
			Amenities			
			Market	1357.12		
			Services			
			Administration	2.80		
			Other			
			Christmas lights & Funday	181.67	16.33	
			Reclaim VAT	7858.10		
			Precept			
			<b>TOTAL RECEIPTS</b>	<b>£12,993.76</b>	<b>£26.16</b>	

MAYOR'S CHARITY TOTAL £0.00

Town Mayor

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£(s)  
**Annex E**

**PAYMENTS and RECEIPTS for AUGUST 2017**

PAYMENTS	No.	Chq no.	Details	Amt	VAT	TOTAL
Eon	126	D Debit	Electricity Streetlights - July	164.21	8.21	172.42
Fuel Genie	127	D Debit	Fuel - July	229.88	45.96	275.84
Alcesters	128	D Debit	Tractor rental - Aug	425.50	85.10	510.60
Deaquest	129	D Debit	Broadband - July	19.99	2.80	26.79
Link solutions	130	D Debit	Calls July, Rental August	65.29	13.05	78.34
Anglian water	131	D Debit	Water Cemetery Chapel Mar-July	19.82		19.82
DVLA	132	D Debit	Plarbed tax disc	240.00		240.00
Proscape Ltd	133	3903	Delisima Rd, drain covers	2,607.72	520.54	3128.26
EBS	134	3904	Photocopies - July	47.95	9.59	57.54
The Tech Geeks	135	3905	Projector & laptop x2 plus software	1,242.37	248.46	1490.85
The Tech Geeks	136	3906	Annual web hosting	57.50	11.50	69.00
Carl Bird Ltd	137	3907	Green waste disposal	6.60	1.32	7.92
Methodist Church	138	3908	Hire of hall for Council meetings Apr-July	312.00		312.00
Plummer Electrical Ltd	139	3909	Fix connection box in Market place	40.00	8.00	48.00
LCR	140	3910	Annual subscription	17.00		17.00
ESPO	141	3911	Stationery	20.98	4.20	25.18
A F Howland Associates	142	3912	Desk study for Spa common	950.00	190.00	1140.00
A F Howland Associates	143	3912	Sample/testing reports for Spa common	3,080.00	796.00	4776.00
Ernest Doe & sons Ltd	144	3913	General maintenance	64.16	12.84	77.00
CT Baker	145	3914	General maintenance	33.81	6.77	40.58
Simon West	146	3915	Donation up to £400	250.68		250.68
Petty Cash	147	3916	Stationery/postage	153.03	5.37	158.40
Scouls	148	3917	Donation for town strategy delivering	200.00		200.00
Christmas lights						
Containers Direct	125	3902	ISO to store Christmas lights	5,650.00	1,130.00	6780.00
			0.00			
			<b>TOTAL</b>	<b>£16,785.52</b>	<b>£3,009.73</b>	
Salaries				8,791.17		
Tax & National Insurance				2,135.71		
Superannuation				2,483.03		
Mobile Phone						
Unison						
			<b>TOTAL</b>	<b>£13,409.91</b>		
			<b>TOTAL PAYMENTS</b>	<b>£30,195.43</b>		
			<b>RECEIPTS</b>			
			Park	Tennis & Poppies ent	£530.34	1.66
			Cemetery	Bonals & Lodge rent	£2,064.10	
			Amenities			
			Market	Thursday & Sunday Markets	£1,315.62	
			Services			
			Administration	Interest & electricity refund	3.38	0.05
			Other			
			Reclaim VAT			
			Precept			
			<b>TOTAL RECEIPTS</b>	<b>£4,813.44</b>	<b>£1.70</b>	
MAYOR'S CHARITY TOTAL £0.00						

Town Mayor

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**NORTH WALSHAM TOWN COUNCIL** *ANNEX F*

**PAYMENTS up to 20th SEPTEMBER 2017**

PAYMENTS	No.	Chq no.	Details	Amt	VAT	TOTAL
Eon	148	□ Debit	Streetlights - Aug	164.21	8.21	172.42
Fuelgenia	150	□ Debit	Fuel - Aug	252.35	52.47	314.82
Aldermore	151	□ Debit	Tractor rental - Sept	475.50	65.10	510.60
Dataquest	152	□ Debit	Broadband - Aug	13.99	2.80	16.79
Link Solutions	153	□ Debit	Line rental Sept. cells Aug	0.00		
NNDC	154	□ Debit	Commercial lva employng	40.05		40.05
Carl Binc	155	3918	Green waste disposal	11.00	2.20	13.20
Espe	156	3919	Stationery	54.99	11.00	65.99
NNDC	157	3920	Electric costs	2,541.98		2541.98
North Walsham Garden Centre	158	3921	New mower & general maintenance	548.44	109.68	658.12
Ernest Doe & Sons Ltd	159	3922	health & safety signs/equip & new blower	869.32	173.87	1043.19
C I Baker	160	3923	General maintenance	59.15	11.89	70.98
Travis Perkins	161	3924	skate park graffiti removal & general m'nce	128.19	17.64	145.83
Petty Cash	162	3925	Sundries	146.04	4.00	150.04
			<b>TOTAL</b>	<b>65,265.21</b>	<b>4478.80</b>	
Salaries				9,348.80		
Tax & National Insurance				2,293.04		
Superannuation				2,483.03		
Mobile Phone				30.38		
Unison				34.50		
			<b>TOTAL</b>	<b>14,189.75</b>		
			<b>TOTAL PAYMENTS</b>		<b>£19,454.96</b>	

	RECEIPTS	Details	VAT
	Park		
	Cemetery		
	Amenities		
	Market		
	Services		
	Administration		
	Other		
	Reclaim VAT		
	Precepts		
MAYORS CHARITY TOTAL £0.00			
	<b>TOTAL RECEIPTS</b>	<b>£0.00</b>	<b>£0.00</b>

Town Mayor