



NORTH WALSHAM TOWN COUNCIL

Minutes of the Full Town Council Meeting

held on Tuesday 28th July 2026 at Cedar House, 3 New Road, North
Walsham NR28 9DE

Present:

Town Councillors:	H Richardson – Mayor (HS)	L Eastwick (LE)
	E Seward (ES)	P Welsh (PW)
	S Nichols (SN)	R Smith (RS)
	S Leavey-Kuhn (SL)	J Ballard (JB)
	B Cresswell (BC)	B Wright (BW)

District Councillors: Cllr Gray, Cllr Shires,

County Councillor: Cllr Shires, Cllr Gray

Town Clerk: Wendy Murphy

Head Groundsman James Dennis

Assistant Clerk Jasmine Dewbery

Members of Public: 4

The meeting opened at 18.30.

- 1. APOLOGIES FOR ABSENCE** - (To be recorded, the Town Clerk should be notified no later than 17:00 on the day of the meeting)
J Reid (JR), R Reid (RR), P Brand (PB)
- 2. DECLARATIONS OF INTERESTS & REQUESTS FOR DISPENSATIONS** - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)
LE – Poppies
HR - Markets
- 3. MINUTES** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)
It was RESOLVED that the minutes of the Full Council Meeting held on 30th June 2026 be amended, agreed and signed as a true record.
- 4. TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**
The clerk's report was noted
- 5. CO-OPTION**
It was agreed to co-opt Nick Lee and S Read onto the Town Council. The Declaration of Acceptance of office was completed for both.

Signed:

Date:



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6. TO RECEIVE MAYOR'S ANNOUNCEMENTS

HR confirmed that she along with the clerk had had a meeting at Paston College to talk about the town and working together with the college. Both herself and the clerk had attended James Dennis Management training course for a presentation made by James.

7. OPEN FORUM FOR PUBLIC PARTICIPATION

7.1. District Councillors – further questions were asked on the reports which had previously been circulated

7.2. County Councillors – further questions were asked on the reports which had previously been circulated along with an update on improvements to Kings Arms Street

7.3. Public - (Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person; 3h-Questions do not require a response at this meeting)

It was agreed to put "do not feed the seagull" posters on bins.

It was agreed to write to the Farmer who owns the land at the bottom of Swafield Rise and ask when the field will be cultivated or could they put a fire break in as residents were concerned about the recent hot weather and farm fires. The clerk will arrange this.

8. TO CONSIDER AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 28th July 2026

- **PF/26/1433 8 – 9 St Nicholas Court, Vicarage Street**

Change of use of first floor of building, currently used for purposes ancillary to ground floor retail / office use, to 2 flats (Class C3)

No Objection

- **RV/26/0627 14 Hall Lane (re- consulting)**

Demolition of retail unit and erection of dwellings in two blocks without complying with conditions 2 (approved plans), 10 b) (requiring 3 garages to be provided) and 12 (requiring the garages to be kept available for the parking of motor vehicles) of planning permission PF/17/1996 to allow for changes to the appearance and layout of the building fronting Hall Lane to form an additional dwelling (8 instead of 7 as originally approved).

Object due to cars having to park on nearby streets that already have restrictions.

- **PF/26/1323 54 Hall Lane**

Erection of single-storey front and rear extensions

No Objection

- **PF/25/2381 58 Norwich Road (re-consulting)**

Demolition of barns, outbuildings and two storey house and erection of 6no. dwellings with associated infrastructure and works

Object as before with reasons of over development and the entrance onto Norwich Road

It was agreed for the clerk to respond to respond to the Local Plan questionnaire.

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9. FINANCE

- 9.1 It was agreed to approve expenditure since June meeting
- 9.2 The income since June meeting was noted
- 9.3 The Bank Reconciliation up to 30/06/2026 was received
- 9.4 A summary of Receipts and Payments was received
- 9.5 The Internal Scrutineers report was received

10. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

10.1. Correspondence:

The clerk has received an email from a resident who has broken their arm on the path outside trackside. It was agreed to go back to the resident and confirm that the council only cuts the grass along the path and to redirect the resident to highways.

- 10.2. Clerk's decisions – (Urgent, essential, health & safety or any large transactions up to £3k the Clerk deems necessary as Financial Regulations 5.9)

None

11. TO RECEIVE AN UPDATE FROM THE FINANCE MEETING HELD 21ST JULY 2026

ES gave an update

12. TO CONSIDER AND AGREE AMENDED NAMES FOR STATION ROAD DEVELOPMENT

It was agreed to accept the names given for the station road development. Piddle Way and Burgess close

13. TO CONSIDER AND AGREE EVENTS AND DATES FOR 2027

Dates were agreed and it was recommended that an events Committee should be set up. The clerk will arrange this.

14. TO CONSIDER AND AGREE TO ADOPT THE MEMORIAL SAFETY TESTING POLICY

It was agreed to adopt the Memorial Safety Testing Policy

15. TO CONSIDER AND AGREE THE CEMETERY TRIBUTE MANAGEMENT REPORT

It was agreed to defer this item with further investigation needed

16. TO RECEIVE IDEAS FOR THE LOVE YOUR MARKET TOWN GRANT FOR 2026 AND MAKE ANY DECISIONS.

It was agreed that a noticeboard could be placed in the marketplace advertising the businesses in town. This would mean that some of the A boards would not be needed

17. TO CONSIDER AND AGREE THE QUOTE RECEIVED FOR WIRES ACROSS THE MARKET PLACE AND DECIDE ON ANY XMAS LIGHTS FOR THEM.

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It was agreed to accept the quote for the wires only for the Market Place and the clerk to get quotes for Christmas lights within budget.

18. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received at least **7 clear days** before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

Cemetery Rules

Tributes Report

Events

Quotes for Drop Kerb at Happisburgh Road entrance to Memorial Park

19. DATES OF FORTHCOMING MEETINGS

Development and Amenities Committee 8th September 2026 6.30pm

Finance Committee 22nd September 2026 6.30pm

Full Council 29th September 2026 6.30pm

Meeting closed at 8.30pm

20. TO CONSIDER PASSING A RESOLUTION, IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS TO BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

It was agreed for the Assistant Clerk, Finance Officer and the Clerk to have a 1 scale point increase following appraisals. It was also agreed for one ground's person to have a 1 scale point increase as well.

It was agreed to go ahead with advertising for a Grounds Maintenance Apprentice

Further staff updates were given

Signed:

Date: