



NORTH WALSHAM TOWN COUNCIL

Annual Council Meeting – Tuesday 26th May 2026

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Time: 18.30

Place: Cedar House, 3 New Road, North Walsham NR28 9DE

Councillors are hereby summoned to attend the above meeting of the Council.

All members of the public and press are welcome to attend and are allowed to address the Council during our Public Participation Forum (item 6) but are not permitted to take part in any of the debates.

Wendy Murphy
Town Clerk

The Council have signed the 'Civility in Public Life Pledge' agreeing no intimidation, abuse, or harassment
Councillors must fulfil the duties of the following Nolan Principles

Selflessness - decisions solely in public interest **Objectivity** - decide without discrimination or bias

Accountability - submit to scrutiny for all decisions **Openness** - give reasons for decisions made

Integrity - not make decisions for financial gain **Honesty** - be truthful & declare private interests

Leadership - promote these principles & challenge poor behaviour

AGENDA

Standing Orders: 1a-Motions shall be considered in the order they appear unless changed at the discretion of the Chair; 1p-A point of order shall identify the standing order that has been breached; 3v-'Quorate' is at least one third of the Whole Council (6); 3x-The meeting should not exceed 2hrs; 7a-A resolution cannot be reversed within six months except by a special motion; 7b-No item shall be moved at a meeting unless it is on the agenda;

1. ELECTION OF TOWN MAYOR

To Elect Town Mayor and sign 'The Declaration of Acceptance of Office' form

2. ELECTION OF DEPUTY MAYOR

To Elect Deputy Mayor

3. APOLOGIES FOR ABSENCE - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)

4. 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)

5. TO APPROVE MINUTES OF PREVIOUS MEETING - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

To receive and approve the minutes of the Council meeting 28th April 2026

6. TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA
Clerks Report

7. TO RECEIVE MAYOR'S ANNOUNCEMENTS

8. CO-OPTION

To agree to co-opt a new member to council

9. OPEN FORUM FOR PUBLIC PARTICIPATION

9.1. District Councillors

9.2. County Councillors

9.3. 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)

10. APPOINT MEMBERS TO COUNCIL COMMITTEE'S FOR 2026/27

10.1. Development and Amenities x7

10.2. Finance and Grants x5

11. REVIEW COUNCIL MEETING DATES for 24/25

12. TO ARRANGE DATES FOR FULL COUNCIL TRAINING

13. TO RECEIVE AND AGREE AN UPDATED BUSINESS PLAN

14. TO RECEIVE INFORMATION ON PARKING RESTRICTIONS AT MARKET STREET

15. TO RECEIVE AND DISCUSS THE BIODIVERSITY NET GAINS REPORT FOR THE NEW CEMETERY

16. TO APPROVE AGAR for 25/26

16.1.1. Read out and approve Annual Governance Statement (Section 1)

16.1.2. Approve Accounting Statements (Section 2)

16.1.3. Accept AGAR Papers

16.2. To receive Internal audit report for 25/26 by Heelis & Lodge and agree recommendations

16.3. To Agree to instruct Heelis & Lodge for the 2026/2027 Internal Audit

15. FINANCE

8.1 To approve expenditure since April meeting

8.2 To note income since April meeting

8.3 To receive a summary of Receipts and Payments

8.4 To receive April Bank Reconciliation

8.5 To receive the Internal Scrutineer report December 25 – March 26

17. TO APPOINT TWO WELFARE COUNCILLORS

To arrange a meeting with the Clerk to discuss Appraisals

18. REVIEW COMMITTEE'S Terms of Reference – each committee will review their own ToR's

Mayor & Deputy Mayors ToR's

19. REVIEW POLICIES

19.1. Standing Orders

19.2. Financial Regulations

19.3. Delegation Scheme

19.4. Code of Conduct

- 19.5. Complaints Procedure
- 19.6. FoI publication scheme
- 19.7. Financial Risk Management
- 19.8. Internal Control Policy

All other policies will be amended to be reviewed throughout the coming year.

20. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

20.1. Correspondence:

- 20.2. Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair / Deputy Chair or Committee Chair within budget under £1,500; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)
To authorise a new defibrillator and cabinet at Coral Book Makers £1700.00 incl VAT

21. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 26th MAY 2026

- **PF/26/0622 First Phase 437 Dwellings with associated formal and informal open space and infrastructure works**
Land West of North Walsham
- **PF/25/2503 Land rear of 1 Nelson Road – Appeal**
Replacement of 8 garages/storage units with 5 shipping storage containers
- **PO/24/2717 Residential development of 330 dwellings Re consultation for Amended Plans an report**
Land at end of Mundesley Road
- **PF/26/0863 Single storey rear extension to dwelling, porch to front and installation of rooflights**
74 Bradfield Road, North Walsham
- **PF/26/0627 Conversion of three garages to a single dwelling**
14 Hall Lane, North Walsham

22. **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)

23. DATES OF FORTHCOMING MEETINGS

Finance Committee – TBC
Development & Amenities Committee – TBC
Full Council Meeting – Tuesday 30th June 2026 6.30pm

24. 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

To receive an update on Cedar Barns
To discuss and agree any decisions to be made for the Pavilion at War Memorial Park
To receive staff updates