NORTH WALSHAM TOWN COUNCIL

Minutes of the Full Town Council Meeting

held on Tuesday 29th September July 2026 at Cedar House, 3 New Road, North Walsham NR28 9DE

Present:

Town Councillors:	B Wright (Acting Chair)	L Eastwick
	E Seward	P Welsh
	S Nichols	N Lee
	S Leavey-Kuhn	J Ballard
	B Cresswell	S Read
	R Reid	J Reid

District Councillors: M Gray, L Shires, P Heinrich

County Councillor: L Shires, M Gray,

Town Clerk: W Murphy
Head Groundsman J Dennis

Members of Public: 3

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)
   H Richardson, R Smith, P Brand

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
   BW - 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 28th July 2026 are agreed and signed as a true record.

4. **TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**
   The clerk gave a verbal update

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5. CO-OPTION

It was agreed to co-opt E Hobbs onto the Town Council. The Declaration of Acceptance of office was completed.

6. TO RECEIVE MAYOR'S ANNOUNCEMENTS

None noted

7. OPEN FORUM FOR PUBLIC PARTICIPATION

7.1. District Councillors – further questions were asked on the reports which had previously been circulated including updates on NW16 planning application. P Heinrich gave an update on the progress of the new Local Plan.

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. The clerk will contact Highways to see if another feasibility study is required. M Gray confirmed that there is now a health station at the Victory and is free for all to use.

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)

No questions asked

8. TO CONSIDER AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 29th SETPTEMBER 2026

- **PF/26/1398 Robertson House, Laundry Loke**

  External alterations and subdivision of building to provide 16 No. self-contained commercial units.

  It was agreed to submit a HOLDING OBJECTION which is subject to clarification from Highways confirming that there would be adequate parking provisions and there is no problem with noise pollution.

- **PF/26/1752 Cozy Pet Ltd, Folgate Road**

  Retrospective application for the siting of 12 storage containers for operational storage requirements

  It was agreed that the council had NO OBJECTIONS to this application

- **PF/26/1949 22 Wherry Close**

  External alterations to detached garage

  It was agreed that the council had NO OBJECTION to this application

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- **PF/26/1938 The Cedars, 3 New Road**
  Demolition and reconstruction of wall on rear boundary
  The council agreed not to submit any comments

- **LA/26/1939 The Cedars, 3 New Road**
  Works to demolish and reconstruct wall on rear boundary
  The council agreed not to submit any comments

- **LA/26/1898 The Cedars, 3 New Road**
  Internal and external works for repairs & refurbishment of property
  The council agreed not to submit any comments

9. FINANCE

9.1 It was agreed to approve the expenditure since July meeting
9.2 The income since July meeting was noted
9.3 The Bank Reconciliation up to 31/08/2026 was received
9.4 The Summary of Receipts and Payments was received
9.5 The External Auditors Report and Certificate was noted
9.6 The Terms of Reference for the Internal Auditor was adopted
9.7 The August Receipts and Payments List was noted
9.8 It was agreed to move this item to part two. Overdue Invoices report and make any decisions
9.9 It was agreed to increase the Sunday Market rate to £15.00 per stall.

10. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

10.1. Correspondence:

Request from a member of public to have an open gardens weekend – The council thought this was a lovely idea but felt this was something that the town council could not commit to run.
A thank you has been received by a member of public regarding the tennis court nets

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 22ND SEPTEMBER AND RATIFY AND DECISIONS MADE

The council agreed to ratify the decision made by the Finance Committee

12. TO CONSIDER AN ADDITIONAL STREET LIGHT ON GROVE ROAD

The council agreed to not go ahead with an additional streetlight

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13. TO CONSIDER AN EVENTS COMMITTEE AND APPOINT COUNCILLORS

It was agreed to have a working party for events and tourism and the following councillors agreed to be on this. N Lee, L Hobbs, B Cresswell, S Read, J Ballard, P Welsh. S Nichols and H Richardson

14. TO RECEIVE A QUOTE FOR ADDITIONAL LINKS FOR THE CHAIN OF OFFICE AND REFURBISHMENT

It was agreed to have the chain fully refurbished and new links done

15. TO CONSIDER ANY PARISH PARTNERSHIP SCHEMES

It was agreed for the clerk to enquire about the following, a flashing 20-mile sign near Manoir Road School, Bus shelters at Aylsham Road and replacement shelters at Norwich Road.

16. TO RECEIVE THE MAYOR'S PROPOSAL - SELF FUNDED MEMORIAL PARK YOUTH HUB AND MAKE ANY DECISIONS.

The proposal was agreed in principle. The mayor and clerk will look further into this and come back to council when more information is available

17. TO RECEIVE THE MAYOR'S EVENT PROPOSAL – THE MAYORS SUMMER CHARITY BALL (AUGUST) AND MAKE ANY DECISIONS

The proposal was agreed in principle. The mayor and clerk will look further into this and come back to council when more information is available

18. TO CONSIDER A REPORT REGARDING FOOTPATH IN LAND AROUND 'THE GROVE' WHITE HORSE COMMON AND MAKE ANY DECISIONS

It was agreed to let the resident know that they should be able to initiate this request themselves.

19. TO CONSIDER PUTTING SIGNS AT THE WAR MEMORIAL PARK SAYING DOGS MUST BE KEPT ON LEADS AT ALL TIMES

It was agreed for signs to go up in the park **–** This will be deferred to the Development and Amenities committee to decide on wording

20. TO RECEIVE A REPORT ON TRIBUTES AT THE CEMETERIES AND MAKE ANY DECISIONS

This item will be deferred to the next Development & Amenities committee

21. 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)

Update was given on the Anglian Water Teams Meeting

22. DATES OF FORTHCOMING MEETINGS

Development and Amenities Committee 6TH October 2026 6.30pm

Finance Committee 20th October 2026 6.30pm

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Full Council 27th October 2026 6.30pm

Meeting closed at 20.31

23. 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

The clerk gave an update on the NJC pay rises
The clerk gave an update on Apprentice applications
The clerk made the council aware of the new employment rights changes
The clerk gave an update on Work Experience candidates

Signed: ..... Date: .....