

## WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT  
A MEETING OF THE TOWN COUNCIL is to be held on  
TUESDAY 3<sup>rd</sup> October 2023 at 7.00 pm in the Council Chamber.

### **A G E N D A**

	The openness of local Government Bodies Regulations 2014 Under the above regulations, any person may take photographs, film, and audio – record the proceedings and report on all public meetings. If you do not wish to be filmed/recorded, please notify us. Please also note the meeting is being live streamed on You-tube.	
1	Apologies for absences	
2	Declarations of Interest	<b>A</b>
3	To resolve that the minutes of the Council meeting held on 5 <sup>th</sup> September 2023 are a correct record.	<b>B</b>
4	To receive an update about progress of items from the last meeting of the Council on 5 <sup>th</sup> September 2023 / previous meetings.	
5	To confirm payment of monthly creditors – September 2023.	<b>C</b>
6	Public Participation- members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes unless directed by the Chairman of the meeting.	
7	Buildings, Health and Safety and Personnel working group proposal – Cllr. Holden.	<b>D</b>
8	Council notes (1) the delay in progressing the plans for a new cemetery with the earmarked reserves now not likely to be spent in 2023/24 financial year. (2) the risk of missing the opportunity to receive up to £1 million for substantial improvements to public areas in the Town if the Council is unable to identify funds for a financial contribution to these works of up to £250,000. Council resolves that within its budget planning process for 2024 onwards, and as part of its strategic development plan, it will consider redirecting earmarked reserves from the cemetery project to ensure the benefits of a partnership with South Norfolk District Council can be secured. This matter will be considered at the Finance & General Purposes Committee on 17th October to ensure the Council is in a position to take any decisions required at its meeting on 7th November. This motion is submitted by the Labour Councillors, who will propose and second.	
9	Council notes the recommendations of Finance & General Purposes Committee regarding the requirements for an accounting system, including software, that will enable the RFO to produce monthly written reports to the specification required for the effective management of the Council's budget and resolves that the RFO should procure such a system to be fully operational in time to manage the Council's finances starting with financial year 2024-25. Proposer and seconder will be from the Labour Councillors.	
10	As the Local Lighting Authority, it is a requirement for the Town Council to enter into an agreement with Lovells and Norfolk County Council to ensure that an insurance performance bond can be obtained. Motion -To authorise signing of Street Lighting Agreement (as approved by Council solicitors)– Lovells Gunvil Hall Farm development (Williams Park)- by Mayor & Deputy Mayor in accordance with Standing Order No 23	
11	Reports from County / District Councillors	
12	Reports from representatives on outside committees	



Trevor Gurney  
(Town Clerk)  
Council Offices, Ketts Park  
Harts Farm Road  
Wymondham NR18 0UT

27<sup>th</sup> September 2023

## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

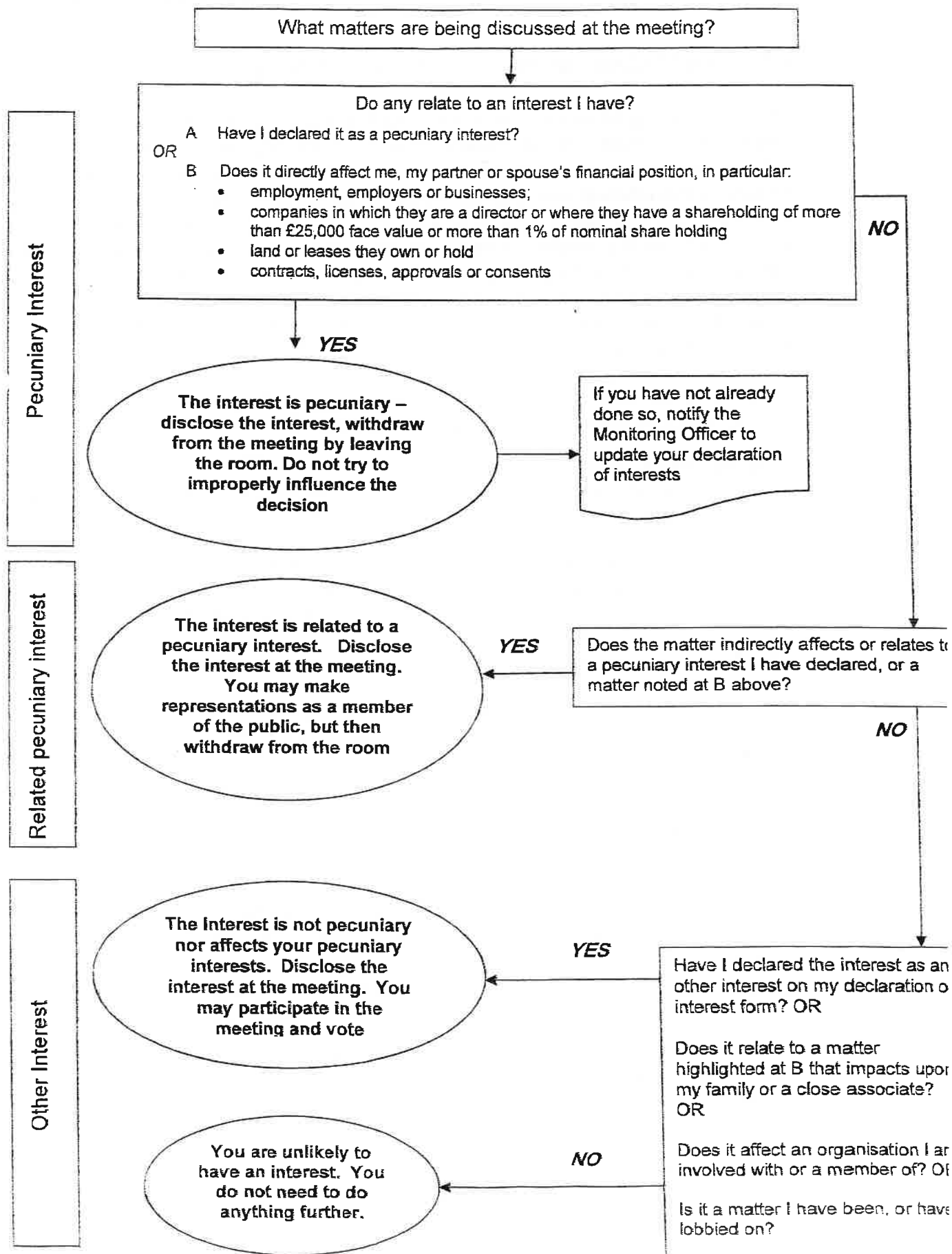
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.  
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



**WYMONDHAM TOWN COUNCIL**  
 MINUTES OF A TOWN COUNCIL  
 MEETING HELD ON TUESDAY 5<sup>th</sup> September 2023  
 in the Council Offices at 7.00 pm.

Councillors Present

S Nuri-Nixon	P Barrett	L Nixon
A Perry	L Doheny	T Baker
A Holden	R Frosdick	M Batley
A James	J Fulcher	M Rosen

Member(s) of the Public: 4  
 South Norfolk Councillors: K Hurn & D Roberts  
 Town Co-ordinator – C Pharoah

South Norfolk Councillor: K Hurn

Councillor Nuri-Nixon in the Chair

111/23	<u>APOLOGIES FOR ABSENCE</u> – Cllr. J Barrett.
112/23	<u>DECLARATIONS OF INTEREST</u> : None.
113/23	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. James the minutes of the meeting held on 1 <sup>st</sup> August 2023 were unanimously approved as a correct record.
114/23	<p><u>PROGRESS UPDATES:</u></p> <ul style="list-style-type: none"> <li>• <u>TOWN CENTRE PUBLIC REALM</u> <ul style="list-style-type: none"> <li>○ Cllr. Holden asked for an update – Ongoing meeting with South Norfolk Council who will arrange an informal briefing for Councillors.</li> </ul> </li> <li>• <u>TOWN CO-ORDINATOR REPORT</u> <ul style="list-style-type: none"> <li>○ Cllr. Holden asked if this was now a public document – Yes as it is being discussed under item 12 of this meeting’s agenda.</li> </ul> </li> <li>• <u>TOWN COUNCIL ANNUAL REPORT 2022 -2023</u> <ul style="list-style-type: none"> <li>○ Cllr. Holden advised list of Councillors in report was incorrect – advised that the report was for the 2022-2023 financial year and that the Councillors listed were in post during this period and the information was correct.</li> </ul> </li> <li>• <u>CLIMATE EMERGENCY GROUP</u> <ul style="list-style-type: none"> <li>○ Cllr. Baker asked for an update – Cllr. P Barrett responded that meetings with interested individuals had been held and a proper constituted group was being formed who would hold a wider meeting in October.</li> </ul> </li> <li>• <u>BROWICK ROAD RECREATION GROUND</u> <ul style="list-style-type: none"> <li>○ Cllr. Holden asked about the consultation results – Advised consultants were preparing report and meeting to discuss is to be arranged.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <u>NEW CEMETERY</u> <ul style="list-style-type: none"> <li>○ Detailed discussion took place as to the present position re the new proposed site and the delay as the Council are awaiting remedial work in respect of the soil to be carried by the Developer – Lovell Homes. Additional costs incurred through the delay were discussed and the Clerk advised that he felt there are approx. 2 years’ worth of burial plots available at the present cemetery. Once the remedial work has been undertaken the Councils partners CDS will prepare a planning application which will be discussed by the Council and once submitted the public will be able to comment. Cllr. Rosen commented that this project will be included in the 4 year future plan being prepared and its financial implications will need to be considered when next year’s budget is set.</li> </ul> </li> </ul>
115/23	<u>FINANCE &amp; GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 15 <sup>th</sup> August 2023 were noted and upon the proposition of Cllr. Rosen and seconded by Cllr. Fulcher the recommendations therein were ratified.
116/23	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Nixon and seconded by Cllr. P Barrett it was resolved to pay accounts for August 2023, as per the submitted list in the sum of £90,277.41. In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,610.10
117/23	<u>MAYORS ENGAGEMENT</u> – Noted.
118/23	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> <li>• Cllr. Roberts read out statement expressing concerns over the play proposals – agenda item 10.</li> <li>• Resident expressed views in respect of the Town-Co-ordinator report and market (s) footfall.</li> <li>• Resident commented on lack of costs for play proposals- agenda item 10 – and that Councillors should work together.</li> </ul>
119/23	<u>CEMETERY</u> Councillor Baker introduced his proposals to alter the residential rate fee qualification to be interred in the cemetery. After discussion upon the proposition of Cllr. Baker and seconded by Cllr Rosen the following was proposed. The fees payable will be the resident rate if: <ol style="list-style-type: none"> <li>1. The deceased had lived in Wymondham for one year at the time of their death.</li> <li>2. The deceased lived in Wymondham for one year immediately prior to leaving the parish due to independent care needs.</li> <li>3. The deceased lived in Wymondham for a period of 10 years or more at any point in their life and has close family living Wymondham at the time of their death. The Council may also offer a resident rate in exceptional circumstances.</li> </ol> <p>For: Cllrs Baker, Rosen, Perry, Doheny and Holden. Against: Cllrs. Nuri-Nixon, Frosdick, Batley, Nixon, James &amp; Fulcher. Abstention: Cllr. Barrett. The motion was lost.</p>

120/23	<p><b>PLAY FACILITIES</b> Cllr. Doheny introduced paper outlining proposals and the rationale for them. After, discussions during which concerns were raised that the Council would be open to taking over play areas run by other organisations and the financial implications the following was proposed by Cllr. Doheny and seconded by Cllr. Baker:</p> <ol style="list-style-type: none"> <li>1 A Wymondham Play Strategy be developed by the Council.</li> <li>2 That all Committees of the Council contribute to the development of plans to be consulted on with Wymondham Residents as part of the Council's budget setting process for 2024 onwards.</li> <li>3. That immediate action be taken to address the large number of repair and maintenance issues on Council managed land. A written report of action taken to be submitted to each future Town Council meeting until no further issues are outstanding.</li> <li>4. That where the opportunity exists the Town Council will adopt play facilities provided by other organisations in order to improve the overall offer available to the community."</li> </ol> <p>For: Cllrs. Baker, Rosen, Perry, Doheny &amp; Holden  Against: Cllrs. Nuri-Nixon, Batley, Nixon, James, Fulcher &amp; Frosdick.  Abstention: Cllr. P Barrett.  The motion was lost.</p>
121/23	<p><b>STANDING ORDERS.</b> After discussion upon the proposition of Cllr. Rosen and seconded by Cllr. Doheny it was unanimously resolved to amend Standing Order 1b to read 'A motion (including an amendment) shall not be progressed unless it has been moved and seconded, except in the case of a matter referred to a Committee or Working Group by decision of the Town Council when it will be treated as proposed and seconded by virtue of the Town Council decision to refer.</p>
122/23	<p><b>TOWN CO-ORDINATOR</b> - Report was noted and upon the proposition of Cllr. Holden and seconded by Cllr. James it was unanimously resolved to approve the expenditure as requested by the Town Co-ordinator.</p>
123/23	<p><b>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</b></p> <p><u>Norfolk County Council</u></p> <ul style="list-style-type: none"> <li>• Cllr. Hurn on behalf of Cllr. Savage. <ul style="list-style-type: none"> <li>○ A11 reconstruction work nearly finished, only 3 overnight works left.</li> <li>○ Park and Ride fees have been reduced as NCC have received funds from Government.</li> <li>○ Final round of converting NCC streetlights to LED has started.</li> </ul> </li> </ul> <p><u>South Norfolk Council</u></p> <ul style="list-style-type: none"> <li>• Cllr. Hurn <ul style="list-style-type: none"> <li>○ Consultation over a Public Spaces Protection Order underway.</li> <li>○ Solar together initiative restarted.</li> <li>○ Meeting at Catholic Church on 8/9/23 to consider establishing Residents Associations.,</li> </ul> </li> <li>• Cllr. Roberts <ul style="list-style-type: none"> <li>○ Meeting to discuss Platform 2 Railway Station access issue to be held on 11/9/23 – private meeting.</li> </ul> </li> </ul>

124/23	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u> <ul style="list-style-type: none"> <li>• Cllr. Holden – Allotment holders had provided produce for food Bank.</li> <li>• Cllr. Frosdick – Vintage day 17/9/23 – volunteers needed.</li> <li>• Cllr. Perry – North Wymondham Community Centre – 50 plays in 500 minutes.</li> </ul>
125/23	<u>EXCLUSION OF THE PRESS &amp; PUBLIC</u> On the proposition of Cllr. Nixon and seconded by Cllr. Fulcher resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
126/23	<u>INSURANCE</u> After discussion upon the resolution of Cllr. Fulcher and seconded by Cllr, Rosen it was unanimously agreed to accept a 3-year contract offered by Zurich Insurance.
127/23	<u>TOWN CO-ORDINATOR</u> - Report on work undertaken to date was discussed and upon the proposition of Cllr. James and seconded by Cllr. Nixon it was unanimously resolved the Wymondham Town Council confirms funding of the Town Co-ordinator role for the 2024/25 financial year at a minimum of 16 hours per week with a possible increase to 20 or 24 hours once costs are established by South Norfolk Council.

*[The meeting closed at 21.37 pm]*

DATED this .....day of .....2023

SIGNED .....(Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS										
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE	
118	EDF Energy	27.6.23-25.7.23	TIC Electricity	8040		34.15	1.71	35.86	707350	Paid
119	Specialist Access Training Ltd T/A Britania Safety & Training	Abrasive wheels course - Head Groundsman	Est - Staff Training	4140		81.00	16.20	97.20	707351	Paid
120	Sanitec Cleaning (Norwich) Ltd	Daily Cleaning Services - July	Public Toilets	4300		1,061.00	212.20	1,273.20	707352	Paid
121	Bitlla Waste Services Ltd	Wheeled Bin Account - June	Cemetery Refuse	4520	114.25		22.85			
122	Ernest Doe & Sons Ltd	Wheeled Bin Account - June	Cemetery Refuse	4420	113.41		22.68	273.19	707353	Paid
		Strimmer	Est - Miscellaneous	4090	299.98		60.00			
		Safety glasses, anti vibrate gloves,	Est - Health & Safety	4195	40.10		8.02			
		Lock nut, bolts, nylon line, shovel, instant nails cartridge	L & E Maintenance	6130	99.61		19.92			
		Repairs to Wessex bearings, kit cover electronics, pins and nuts	L & E Equipment Maintenance	6140	867.97		173.60	1,569.20	707354	Paid
		Fuel Account - July	L & E Maintenance	6130		525.27	105.05	630.32	707355	Paid
123	Abeygate Garage Ltd	Donation to British Red Cross - the late Cllr Julian Halls	Est - Miscellaneous	4090		50.00	0.00	50.00	707356	Paid
124	Andy Free Charity Account	Release of Retention monies - Council Offices	Est - Miscellaneous	4090		45,596.27	9,119.25	54,715.52	707359	Paid
125	SHE French Ltd	1.7.23-31.7.23	Est - Electricity	4040		201.03	40.21	241.24	707360	Paid
126	E ON Next	Rebuild pump on Karcher Pressure Washer	L & E Maintenance	6130		790.06	158.01	948.07	707361	Paid
127	Derek Powley Services Ltd	Window Cleaner - Town Council Offices	Est - Cleaning	4050		95.00	0.00	95.00	707362	Paid
128	Hydro Cleaning Services	Telephone and Internet	TIC - Telephone	8100		285.27	57.05	342.32	707363	Paid
129	BT	Elec 26.7.23-24.8.23	TIC Electricity	8040		48.68	2.43	51.11	707364	Paid
130	HMRC	PAYENIC	PAYENIC	4000		3,825.62	0.00	3,825.62	707365	Paid
131	Norfolk Pension Fund	1 No. Black bin	Pensions	4000		4,094.33	0.00	4,094.33	707366	Paid
132	Norfolk Pension Fund	Passenger lift service contract 10.5.23-9.8.23	Est - Miscellaneous	4090		203.23	40.65	243.88	707367	Paid
133	Glasdon UK Limited	Cleaning of Council Offices	Est - Miscellaneous	4090		162.50	32.50	195.00	707368	Paid
134	Stannah Lift Services Limited	Temporary Ground Staff	Est - Cleaning	4050		120.00	0.00	120.00	707369	Paid
135	Mrs O Gaul	Temporary Ground Staff	Salaries and wages	4000	6,461.43		1,292.29	10,056.12	707370	Paid
136	Hays Recruitment	10 boxes x 12 toilet rolls 1 box of 72 bars of soap	L & E Brighton Wymondham	6160	1,918.67		383.73	2,193.66	707371	Paid
137	Tra. Commercial & Industrial Cleaning Supplies Ltd	Cut hay, wasp nest killer	Public Toilets	4300		182.80	36.56	219.36	707372	Paid
138	C C Clements & Sons	6 bags fast set post crete, drill bit, rawplugs	L & E Maintenance	6130		10.13	2.03	12.16	707373	Paid
139	Jewson	40 reams A4 paper	L & E Maintenance	6130	139.60		16.56	99.39	707374	Paid
140	Viking Payments	Black refuse sacks	Admin printstationery	4310	115.47		27.92	306.08	707375	Paid
141	South Norfolk Council	Dog bin - half yearly charge	SNC - Dog Bins	6170		3,778.04	755.60	4,533.64	707376	Paid
142	Netmatters Limited	Annual 2023 System Hosting	Admin Print/Stationery	4310		86.25	17.25	103.50	707377	Paid
143	Sanitec Cleaning (Norwich) Ltd	Daily Cleaning Services - August	Public Toilets	4300		1,061.00	212.20	1,273.20	707378	Paid
144	Fambills Direct Limited	24 No. fence posts, post driver	Allotments	4600		153.68	30.74	184.42	707379	Paid
145	CW Services	Remove sud soil bank from side of cemetery	Cemetery Maintenance	4440	250.00		0.00	375.00	707380	Paid
146	The GDS Group	Clear overgrown allotment	Allotments	4600	125.00		0.00	2,640.00	707381	Paid
147	Wymondham Bg Ltd	Visual Appraisal for Building - New Cemetery	Est - Miscellaneous	4090		2,200.00	440.00	2,640.00	707382	Paid
148	Wymondham Tye Services Ltd	Wymondham in Bloom	Grants	4700		1,438.10	0.00	1,438.10	707383	Paid
		Inner tube	L & E Maintenance	6130		20.00	4.00	24.00	707382	Paid
					10,545.49	66,146.24	13,334.30	90,026.03		
					4320	90.00	18.00	108.00		
					4310	87.50	17.50	105.00		
					4320	10.28	2.06	12.34		
					6040	9.12	0.46	9.58		
					4320	13.72	2.74	16.46		
					10,545.49	66,366.86	13,375.06	90,277.41		

*S. Williams*  
Chairman

*R. James*  
Deputy Chairman



**WYMONDHAM TOWN COUNCIL SALARIES**

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
5	Barclays Payflow	Salaries - August	Admin Salaries Estab Salaries Cemetery Salaries TIC Salaries	6,226.81 1,988.07 1,764.54 630.68			10,610.10	D/D
<b>TOTALS</b>							0.00	£10,610.10



..... Chairman

31 August 2023



..... Deputy Chairman



**WYMONDHAM TOWN COUNCIL SALARIES**

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE	
6	Barclays Payflow	Salaries - September	Admin Salaries Estab Salaries Cemetery Salaries TIC Salaries	6,227.41 2,058.26 1,727.33 670.92					
<b>TOTALS</b>							0.00	10,683.92	

**TOTALS**      0.00      10,683.92

..... Chairman

..... Deputy Chairman

30th September 2023

## Buildings, Health and safety and Personnel working group

The Council like any other employer has a duty of care for those whom it employs.

As its name suggests this working group is responsible for overseeing a large part of the Council's activity in relation to its staff. However due to its status as a working group no official minutes are recorded, nor does it meet at regular intervals.

This proposal seeks to rectify this situation by establishing a new committee to take over these responsibilities, and oversee all staff issues. Including but not limited to appraisals, training, grievances and recruitment.

The new committee will be made up of 5 councillors, who will agree to undertake training, and will be expected to obtain professional advice as required. The committee will meet a minimum of once in every two months, or more frequently if required.

### **Proposal**

The current buildings, health and safety and personnel working group is disbanded and replaced by a standing committee composed of 5 Councillors, who will meet regularly at least once every second month.

Proposer: Cllr. Holden

Seconder: Cllr. Rosen