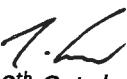


WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT
A MEETING OF THE TOWN COUNCIL is to be held on
Tuesday 5th November 2024 at 7.00 pm in the Council Offices.

A G E N D A

	Chairman to ask if anyone wishes to record proceedings and if so to remind those present that a set of guidelines have been adopted by the Council.	
1	Apologies for absences	
2	Declarations of Interest	A
3	To resolve that the minutes of the Council meeting held on 1 st October 2024 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 1 st October 2024 / previous meetings. <ul style="list-style-type: none">• To note and ratify the appointment of Laura Trabucco as Clerk to the Council with effect from 1st December 2024.• To note the notes of a Teams meeting on 30TH September 2024 – South Norfolk Council Planning Dept and the notes of a TEAMS meeting held on 24th October 2024 and to ratify the recommendations therein re Browick Road.• Youth Council – Verbal update – Cllr. Nuri-Nixon	C
5	To confirm payment of monthly creditors – October 2024.	D
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	Reports from County / District Councillors	
8	Reports from representatives on outside committees	
9	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.	
10	Civic Award – to consider and approve nomination.	E
11	Budget 2025/2026 to consider allotment fees.	
12	Ketts Park - To establish a working group of 3 Councillors to consider a request by South Norfolk Council to re- negotiate the existing lease.	


30th October 2024

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

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

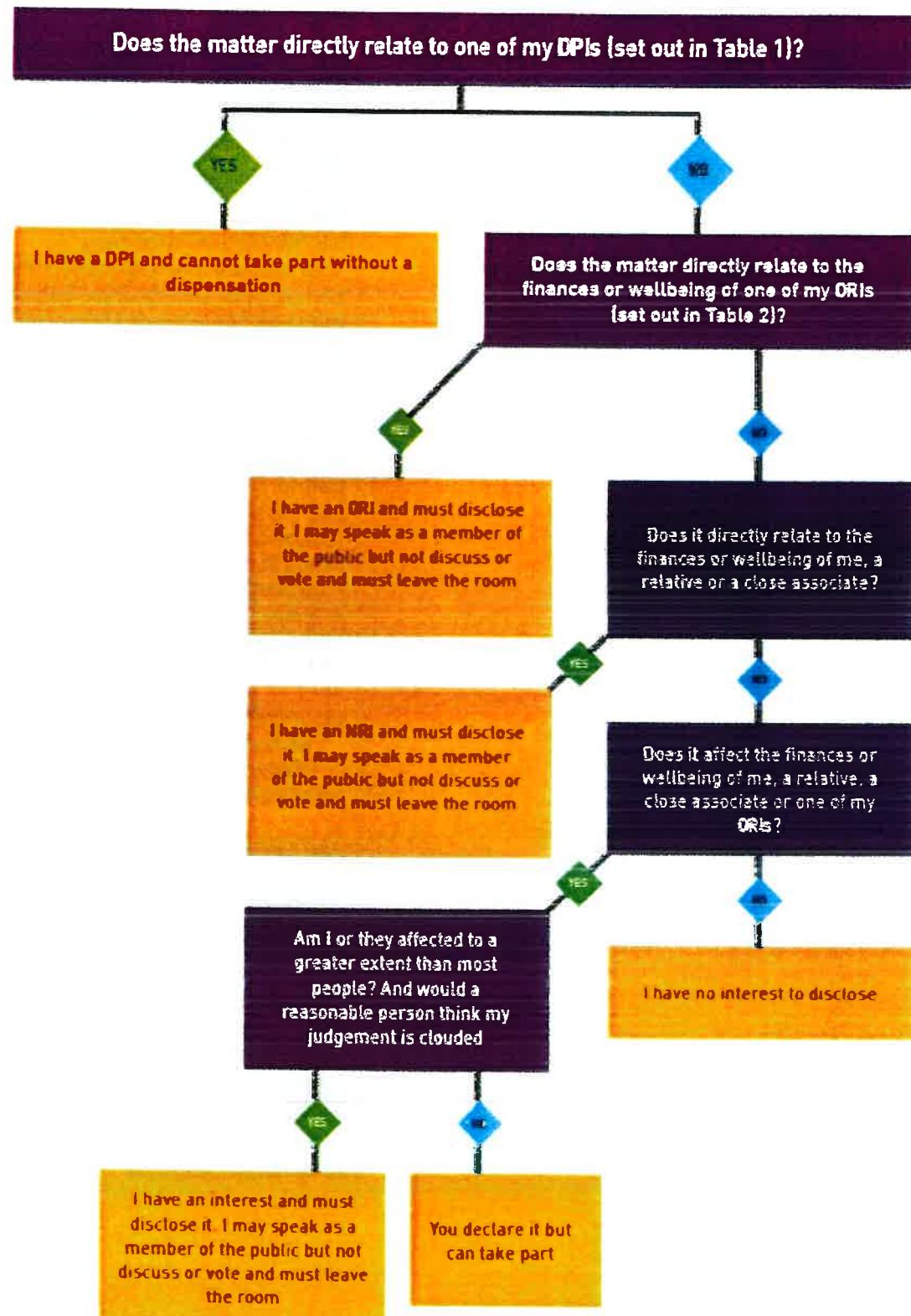


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

WYMONDHAM TOWN COUNCIL

MINUTES OF A TOWN COUNCIL

MEETING HELD ON TUESDAY 1st October 2024

in the Council Offices at 7.15 pm.

Councillors Present

S Nuri-Nixon	J Fulcher	A James
A Perry	Nixon	P Barrett
R Frostdick	J Batley	P Broome
S Witt	L Doheny	J Barrett

Member(s) of the Public: 0

Councillor Nuri-Nixon in the Chair

133/24	<u>APOLOGIES FOR ABSENCE:</u> Cllr. Rosen.
134/24	<u>DECLARATIONS OF INTEREST:</u> None
135/24	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. James and seconded by Cllr. P Barrett the minutes of the meeting held on 3 rd September 2024 were unanimously approved as a correct record.
136/24	<u>PROGRESS UPDATES:</u> The notes of the New Cemetery working group meeting held on the 29 th August 2024 were noted and upon the proposition of Cllr. P Barrett and seconded by Cllr Perry the recommendation therein was unanimously ratified.
137/24	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Broome and seconded by Cllr. James it was resolved to pay accounts for September 2024, as per the submitted list in the sum of £69,163.06 In compliance with financial regulations the Clerk tabled a list of salaries paid from the account to the sum of £14,150.26
138/24	<u>MAYORS ENGAGEMENTS</u> Cllr. Nuri-Nixon read out list of recent engagements.
139/24	<u>PUBLIC PARTICIPATION:</u> None
140/24	<u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council:</u> None. <u>South Norfolk Council:</u> None.
141/24	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u> <ul style="list-style-type: none"> • Cllr. P Barrett – Sustainable Wymondham <ul style="list-style-type: none"> ○ Set up a year ago, regular 10 members, public consultation held in November 2023 and a website/facebook pages have been set up.

	<ul style="list-style-type: none"> • Cllr. James – Lizard Trustees <ul style="list-style-type: none"> ○ Improved access including new bridge and 14 swift boxes installed. • Cllr. Perry – North Wymondham Community Centre <ul style="list-style-type: none"> ○ 1970's evening on 19th October. ○ Pantomime planned for November. ○ Looking at solar panels.
142/24	<u>EXCLUSION OF THE PRESS & PUBLIC</u> On the proposition of Cllr. Nixon and seconded by Cllr. J Barrett 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.
143/24	<u>ALLOTMENTS</u> Letter received from Anglian Water giving a basis outline of works they need to undertake at the Water Treatment works on Chapel Lane as required by new central government law. Further details including a press release are awaited from Anglian Water.

[The meeting closed at 19.54 pm]

DATED thisday of2024

SIGNED(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	9,091.07 2,401.52 1,814.98 842.69			0.00	14,150.26
					TOTALS		0.00	14,150.26
						TOTALS	0.00	14,150.26


....., Chairman

....., Deputy Chairman

30th September 2024

WYMONDHAM TOWN COUNCIL
Browick Road Recreation Ground Review
Notes of the Zoom meeting on 30th September 2024 at 3.00pm online.

Present	A. Banham (Planning Department)
	A. Duffy (SBA)
	N. Swift (SBA)
Deputy Clerk	L Trabucco

PRE-PLANNING ADVISE ON DEVELOPMENT OF GROUND	
	<p>A Zoom meeting was arranged by the Planning Department to run through the proposal and SBA explained the existing site and redevelopment drawing of the project highlighting the Multi-Use Games Area (MUGA) with additional table tennis, Picnic and a new Play Ground area, Trim Trail around the site, Community Orchard, and introducing planting areas of Meadow Grass and new Trees area and improving the existing skate park.</p> <p>Adam Banham emailed the proposal round various Planning Officers, which dealt with similar design/projects, in order to receive their comments and feedback.</p> <p>It was suggested that a detailed explanation would be made available relating to the ecological impact of the existing site, considering the great crested newts, a tree survey, BNG (biodiversity net gain) in metric and background information of the extensive assessment exercise and consultation analysis for the redevelopment of Browick Recreation Ground that was undertaken.</p> <p>He mentioned comments were made to include adding cycle access and cycle parking on the site, a picnic seating area in a quieter part of the recreation ground and more information on the elevation and fencing material and lighting proposal and the reason why a cafe was not included in the design. A comment was made to explain the concept behind having multiple activities and picnic area all as one unit in the MUGA.</p> <p>The next step is for the Planning Officer to prepare a letter with the principal development fundings, and a list of documents required to support the application.</p> <p>SBA/Real Consulting to produce a detailed report and explanation of the design and arrange for the surveys.</p>

[The meeting closed at 4pm]

WYMONDHAM TOWN COUNCIL
Browick Road Recreation Ground Review
Notes of the Teams meeting on 24th October 2024 at 2.00pm online.

Present	S. Nuri-Nixon
	J. Batley
	S Brown (REAL Consulting)
	A. Duffy (SBA)
Deputy Clerk	L Trabucco
Apologies	A James

PROJECT TEAMS MEETING TO DISCUSS THE NEXT STEP FOLLOWING THE PRE-PLANNING ADVISE ON DEVELOPMENT OF GROUND	
	<p>On 30th September 2024 a Teams meeting was held with the Planning Department to run through the proposal for the redevelopment of the ground, improving the Skate Park, Multi-Use Games Area (MUGA), Picnic area, Playground, Trim Trail around the site, Community Orchard, and introducing planting areas of Meadow Grass.</p> <p>Following the positive response received from the Planning Department a Team meeting was arranged to discuss the next step. The requirement of further surveys to support the planning application were discussed, and it was agreed that an Ecology, Bio Net Gain (BNG), Lighting and Topographical surveys would be required to support the development of the ground.</p> <p>To proceed in the developing of stage 3 design and planning application, it was agreed for REAL Consulting to arrange for the surveys report by end of December 2024 and for SBA to develop designed with indicating phasing. The next meeting will be arranged once survey information is available.</p>

[The meeting closed at 2.30pm]

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS						
No	PAID TO	DESCRIPTION	N/C	EXPEND	ANALYSIS	VAT
163	Abbeygate	Fuel Account	6130	49.47	9.61	59.08
164	Bina Waste Services Limited	Wheelie Bin Account	4520	128.64	25.73	BACS 9.10.24
165	Anglian Water Business (National) Ltd	Wheelie Bin Account	4420	127.68	25.54	BACS 9.10.24
166	Ernest Doe & Sons	Water 1.7.24-30.9.24	4030	118.52	0.00	BACS 9.10.24
167	Anglian Water Business (National) Ltd	Bleach, screwdriver (key bit set), jumbo roll 6 No. blades	6130	65.66	13.13	
168	The CDS Group	11.4.24-10.10.24	6140	249.48	49.90	378.17 BACS 9.10.24
169	Reed Commercial Services Ltd	New Cemetery - Envirocheck	4550	36.81	7.36	44.17 BACS 14.10.24
170	Wymondham Tyre Services Ltd	Daily cleaning of public toilets - October Tyre filled & balanced, inner tubes	4090	1,540.00	308.00	1,848.00 BACS 22.10.24
171	Viking Payments	3 boxes refuse sacks	4300	1,144.58	228.92	1,373.50
172	Farmills Direct Limited	Fence posts, steel wire	6130	123.00	24.60	147.60
173	Alan R Cross & Son	Installation of an EV charge point	4600	92.66	18.53	111.19
174	HMRG	PAYE/NIC	4090	1,784.00	356.80	2,140.80
175	Norfolk Pension Fund	Pensions	4000	4,720.67	0.00	4,720.67
176	Mrs S Hurn	Cleaning of Council Offices	4050	5,178.50	0.00	5,178.50
177	South Norfolk Council	Central Ward By Election (Central - 4.7.24)	4090	119.25	0.00	119.25
178	South Norfolk Council	Town Co-ordinator cost 1.4.24 - 30.9.24	8200	6,046.03	0.00	6,046.03
179	Mr Overalls Limited	Work boots size 9 (JT)	4195	15,240.66	3,048.13	18,288.79
180	Wymondham Garden Centre	Plants & bulbs - Town Planters	6160	56.95	11.39	68.34
181	Wymondham Heritage Society	Plants for War Memorial	6160	270.29	54.07	
182	National Association of Local Councils	Books to sell in TIC	8050	179.55	35.91	219.82
183	Hayes Recruitment	Advertisement on NALC website & Social Media	4090	300.00	60.00	360.00
184	Yellow Publications Ltd	Temporary Ground staff	4005	7,107.78	1,421.56	
185	Jewson	Around & About Wymondham and the Tiffey Valley	6160	2,059.11	411.83	11,000.28
186	Netmatters	Evo-stick adhesive	8050	59.40	0.00	59.40
187	Glasdon UK Limited	Annual 2024 Domain Registration wymondhamtowncouncil.org	6130	13.16	2.63	15.79
188	Bittern Books	2 No. waste bins, 2 No. dog bins	4310	28.75	5.75	34.50
189	Broadland Tree Services	6 No. Goldeneye Norfolk, Cycling Country Lanes	6130	564.64	112.93	677.57
190	REAL Consulting LLP	Remove 2 Pine trees in the Cemetery	8050	33.84	0.00	33.84
191	Mitchell Building Services Ltd	Project Management & Quality Surveying Services - Browick	4440	1,220.00	244.00	1,464.00
192	Great Melton Farms	Repairs to fencing at Kings Head Meadow	4090	1,000.00	200.00	1,200.00
193	Tia Commercial & Industrial Cleaning Supplies Ltd	L & E Maintenance	6130	323.62	64.72	
194	RBL Poppy Appeal	Supply and deliver 1 No. large cut Nordmann Fir tree	6130	1,269.00	253.80	1,911.14
		Toilet rolls, urinal blocks, bars of soap	4120	292.50	58.50	351.00
		1 No. Poppy wreath	4090	330.58	66.12	396.70
		Est - Miscellaneous		50.00	0.00	50.00
				11,780.81	40,303.72	7,144.35
					59,228.88	
DIRECT DEBITS						
SNC		Non-Domestic Rates	6130	16,168.00	0.00	16,168.00 15.10.24
Silvery Fleet		Fuel Account	6130	128.19	25.64	153.83 7.10.24
Silvery Fleet		Fuel Account	6130	115.70	23.14	138.84 14.10.24
Sage UK Ltd		Sage 50c Accounts Essential	6130	36.68	7.34	44.02 21.10.24
Valda Energy Limited		8.10.24-8.11.24	4310	99.00	19.80	118.80 16.10.24
EE		Elec 20.9.24-20.10.24	6040	9.17	0.46	9.63 27.10.24
BT		Mobile telephones	4320	274.83	13.74	288.57 9.10.24
		Lift Line	4320	28.00	5.60	33.60 4.10.24
		Telephone and internet	4320	42.85	8.57	51.42 16.10.24
		Anglian Internet		100.10	20.02	120.12 4.10.24
				11,780.81	57,326.24	7,268.66 76,315.71

Chairman

Chairman

WYMONDHAM TOWN COUNCIL SALARIES							
No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT
7	Barclays Payflow	Salaries - October	Admin Salaries Estab Salaries Cemetery Salaries TIC Salaries	£9,091.48 £2,121.69 £1,907.56 £749.90			CHEQUE
		TOTALS				£0.00	£13,870.63
					TOTALS	0.00	£13,870.63

Chairman

..... Deputy Chairman

31st October 2024

Debit card payments

OCTOBER 2024

DATE	PAID TO	DESCRIPTION	SERVICES	N/C	Expend	ANALYSIS	VAT	AMOUNT
4.10.24	Morrisons	Kitchen Supplies	Est - Miscellaneous	4090		18.70	0.00	18.70
7.10.24	Screwfix	Kneeling Mat - Cemetery	Cemetery Maintenance	4440		6.65	1.33	7.98
9.10.24	Amazon	Dashcam - van	Est - van maintenance	4155		29.99	0.00	29.99
14.10.24	Capricorn Coating	10 No. schoolbar badges	Est - Miscellaneous	4090		58.20	11.70	69.90
17.10.24	Fire and Safety Centre	Flammable Liquid Storage cabinet	Cemetery Maintenance	4440		201.07	40.21	241.28
23.10.24	Amazon	2 No. Secure Marker pens	Est - Miscellaneous	4090		11.99	0.00	11.99
25.10.24	Morrisons	Mop & Bucket, toilet brush (Maintenance rest room)	Est - Miscellaneous	4090		17.00	0.00	17.00
29.10.24	Morrisons	Kitchen Supplies	Est - Miscellaneous	4090		2.80	0.00	2.80
30.10.24	Impact Throphies	Civic Award glass bowl	Est - Civic Events	4085		94.19	18.84	113.03
			TOTAL			440.59	72.08	512.67

.....Chair

Deputy Chair

31st October 2024

SEPTEMBER 2024

DATE	PAID TO	DESCRIPTION	SERVICES	N/C	Expend	ANALYSIS	VAT	AMOUNT
4.9.25	Morrisons	Kitchen Supplies	Est - Miscellaneous	4090		9.45	0.00	9.45
5.9.24	Morrisons	Cleaning materials	Est - Miscellaneous	4090		7.80	0.00	7.80
5.9.24	St Johns Ambulance	3 No. bleed kits	Est - Miscellaneous	4090		165.00	33.00	198.00
10.9.24	Toolstation	Paint brush, pipe joint	Cemetery Maintenance	4440		12.38	2.48	14.86
20.9.24	Amazon	Car seat cover - van	Est - van maintenance	4155		21.99	0.00	21.99
20.9.24	Carmats4u.com	Car mats - van	Est - van maintenance	4155		35.00	6.33	37.99
23.9.24	Morrisons	Kitchen Supplies	Est - Miscellaneous	4090		4.45	0.00	4.45
			TOTAL					256.07
								41.81
								294.54

.....Chair
.....Deputy Chair

30th September 2024

AUGUST 2024

DATE	PAID TO	DESCRIPTION	SERVICES	N/C	Expend	ANALYSIS	VAT	AMOUNT
1.8.24	Ebay	Toilet Seat fittings	Public toilets	4300			3.50	0.00
1.8.24	Plumbinbits	Toilets Seat	Public toilets	4300			36.67	7.33
3.8.24	The Range	2 No. photo frames	Est - Miscellaneous	4090			12.98	0.00
7.8.24	Papermilldirect	Ivory paper A 3	Est - Miscellaneous	4090			5.89	1.18
8.8.24	Toolstation	Tile adhesive, white spirit	Cemetery Maintenance	4440			16.27	3.25
12.8.24	Morrisons	Kitchen supplies	Est - Miscellaneous	4090			5.48	0.00
14.8.24	Morrisons	Kettle - Cemetery staff	Est - Miscellaneous	4090			6.80	0.00
16.8.24	Toolstation	Tile adhesive	Cemetery Maintenance	4440			15.17	3.03
23.8.24	Toolstation	Adhesive, D/S tape	Cemetery Maintenance	4440			18.69	3.74
23.8.24	Signmatic	2 No. Magnetic signs	Est - van maintenance	4155			89.02	17.80
28.8.24	Morrisons	Cleaning equipment	Est - Miscellaneous	4090			9.92	0.00
29.8.24	Asda	Vacuum	TIC purchases	8050	30.00		0.00	
		Microwave - cemetery	Est - Miscellaneous	4090	49.00		0.00	79.00
29.8.24	Toolstation	2 No. Smoke/carbon monoxide alarms	Cemetery Maintenance	4440			64.98	13.00
			TOTAL		79.00	285.37	49.33	413.71

.....Chair

Deputy Chair

31st August 2024

JULY 2024

DATE	Paid To	DESCRIPTION	SERVICES	N/C	Expend	ANALYSIS	VAT	AMOUNT
3.7.24	Ebay	6 No. Union Flags	Est - Miscellaneous	4090		£21.06	£0.00	£21.06
4.7.24	Toolstation	Drain unblocker & Odour control	Public toilets	4300		£20.81	£4.16	£24.97
12.7.24	Morrisons	Refreshments SNC Public Realm meeting	Est - Miscellaneous	4090		£4.63	£0.00	£4.63
19.7.24	Screwfix	Water Heater	Public toilets	4300		£114.99	£23.00	£137.99
25.7.24	Morrisons	Cleaning materials (cemetery)	Est - Miscellaneous	4090		£11.80	£0.00	£11.80
29.7.24	Waitrose	Leaving present NPT - TIC	Est - Miscellaneous	4090		£24.30	£0.00	£24.30
			TOTAL			£197.59	£27.16	£224.75

.....Chair

.....Deputy Chair

31st July 2024

Debit Card payments

JUNE 2024

DATE	PAID TO	DESCRIPTION	SERVICES	N/C	Expend	ANALYSIS	VAT	AMOUNT
26.6.24	Ebay	Padlock	Cemetery Maintenance	44.30		21.95	0.00	21.95
27.6.24	Morrisons	Kitchen supplies	Kitchen Supplies	40.90		13.27	0.00	13.27
		TOTAL				35.22	0.00	35.22

..... Chair

..... Deputy Chair

30th June 2024