

WYMONDHAM TOWN COUNCIL

MINUTES OF A TOWN COUNCIL
MEETING HELD ON TUESDAY 2nd April 2024
in the Council Offices at 7.00 pm.

Councillors Present

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| S Nuri-Nixon | P Barrett | L Nixon |
| A Perry | D Roberts | T Baker |
| L Doheny | R Frosdick | J Barrett |
| M Rosen | J Fulcher | A James |

Member(s) of the Public: 3

Cllr. Savage (NCC & SNC)

Councillor Nuri-Nixon in the Chair

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| 041/24 | <u>APOLOGIES FOR ABSENCE</u> – Cllr. Batley. |
| 042/24 | <u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none">• Cllr. Roberts – had been contacted by Greening Wymondham in respect of agenda item 13 – Rothbury Road Park barrier. |
| 043/24 | <u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. J Barrett and seconded by Cllr. Fulcher the minutes of the meeting held on 5 th March 2024 were unanimously approved as a correct record. |
| 044/24 | <u>PROGRESS UPDATES:</u> <ul style="list-style-type: none">• <u>POLICIES & STANDING ORDER WORKING GROUP</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. James it was unanimously resolved to note the notes of the meeting held on 2nd February 2024 and to ratify the recommendations therein.• <u>Town Green</u> Clerk advised that there had been correspondence with SNC re on street parking. |
| 045/24 | <u>WYMONDHAM ALLOTMENT ASSOCIATION</u> It was resolved to appoint Cllr. Batley. |
| 046/24 | <u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Roberts it was resolved to pay accounts for March 2024, as per the submitted list in the sum of £59,267.32. In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,625.38 |
| 047/24 | <u>MAYORS ENGAGEMENTS</u> – Noted. |
| 048/24 | <u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none">• Residents commented on agenda item 9 – Communication newsletter – should not become political propoganda sheet and who was going to write it. Clerk responded that it would be produced in-house, and he would have the ultimate responsibility and it would not be a political publication. |

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| 049/24 | <p><u>COMMUNICATION NEWSLETTER</u> Cllr. Nixon introduced her paper proposing that the Council produces in house a quarterly newsletter. This would be placed on the Councils website and 1,000 printed copies would initially be produced and placed in public areas such as the library, TIC and possibly supermarkets. Print quotations had been sought from 3 companies and Cllr. J Barrett advised that a 4th had been obtained from a sustainable printer in Norwich for the sum of £222.50 per edition which would mean 4 copies pa would be within budget. After discussion re-iterating that its contents should not be politically upon the proposition of Cllr. Nixon and seconded by Cllr. Nixon it was unanimously resolved to proceed.</p> |
| 050/24 | <p><u>PUBLIC REALM PROJECT</u> Cllr. Rosen introduced his motion advising that the Town Council's requirements had been discussed and that South Norfolk Councils response was available at https://democracy.southnorfolkandbroadland.gov.uk/ieListMeetings.aspx?Cid=141&Year=0</p> <p>After discussion during which it was highlighted that South Norfolk's contribution to the scheme was still subject to an application and business plan, and that their initial Terms of Reference (TOR) for the Steering Group didn't indicate if substitutes were allowed, and that the Clerk as the proper officer of the Town Council could not attend (whilst South Norfolk Officers could) it was proposed that individual votes would be taken on the 3 elements of the motion. A recorded vote on this was requested.</p> <p>Fore: Cllrs. Frosdick, Roberts, P Barrett, James, Nuri-Nixon and Nixon (6) Against: Cllrs. Perry, Rosen, Doheny, Baker and Fulcher (5) Abstentions: Cllr. J Barrett</p> <p>The Motion to vote on each element individually was passed.</p> <p>Council resolves</p> <p>Upon the proposition of Cllr. Rosen and seconded by Cllr. Perry it was unanimously resolved to:</p> <ol style="list-style-type: none"> 1. To accept the proposed arrangements contained in the response from South Norfolk District Council as a basis for a joint approach to developing proposals for town centre regeneration. <p>Upon the proposition of Cllr. Rosen and seconded by Cllr. Perry it was unanimously resolved (with the exception of Cllr. J Barrett who abstained):</p> <ol style="list-style-type: none"> 2. To nominate one Green, one Labour, and one Liberal Democrat Councillor to represent the Town Council on the working group as proposed by South Norfolk District Council. <p>Upon the proposition of Cllr. Rosen and seconded by Cllr. Perry it was proposed:</p> <ol style="list-style-type: none"> 3. To work constructively through the next cycle of meetings of Committees to develop as a basis for engagement with partners and the community an |

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| | <p>initial vision of what the Town Council would like to see included in the town centre regeneration project, with the intention of being able to agree that at the Council meeting in May 2024.</p> <p>Fore: Cllrs Perry, Rosen, Baker, Doheny & Fulcher (5)</p> <p>Against: Cllrs. Frosdick, Roberts, P Barrett, James, Nuri-Nixon, J Barrett and Nixon (7)</p> <p>The motion was lost.</p> <p>It was agreed that the Town Councils representatives on the Steering Group would be Cllrs: Roberts (Lib Dem), Baker (Lab) and P Barrett (Green)</p> |
| 051/24 | <p><u>PSYCHOLOGICAL SAFETY</u> Cllr. J Barrett introduced his paper and explained the rationale behind it. After discussion and a minor amendment to wording upon the proposition of Cllr. J Barrett and seconded by Cllr. Rosen it was unanimously resolved to implement a system where all Councillors can hold up their name card to excuse them from the meeting without a need for an explanation or any speech, and they can then go to the smaller meeting room, where water and mental health resources will be available. The meeting shall proceed unless a remaining Councillor makes a point of order as per existing Standing Orders. Councillors may return to the meeting once they are able. It can apply to any reason, and Councillors need not declare why they have left.</p> |
| 052/24 | <p><u>STANDING ORDERS</u> Cllr. Rosen introduced his motions to amend Standing Orders.</p> <ol style="list-style-type: none"> 1) In respect of Standing Order 1(o) upon the proposition of Cllr. Rosen and seconded by Cllrs. J Barret and L Doheny it was resolved to amend Standing Order 1(o) by adding an additional exception to the current limit on Councillors speaking once in a debate. The words to be added are 'Vi. Where this supports collaborative discussion and avoids an adversarial style of debate' 2) In respect of Standing Order 1(t) upon the proposition of Cllr. Rosen and seconded by Cllrs. J Barrett and L Doheny it was resolved that 'The Chair shall consent to additional time where required as a reasonable adjustment to enable a Councillor with a disability or condition affecting communication to contribute to discussion. Councillors may inform the Chair or Clerk in confidence that this adjustment is required at any time. |
| 053/24 | <p><u>ROTHBURY ROAD PARK</u> Cllr. P Barrett introduced his paper to remove the 'Kissing' gate at the Orchard way entrance to Rothbury Road Park to improve accessibility. Clerk explained this has been installed originally to stop motorcyclists riding across the park from one entrance to another. After discussion upon the proposition of Cllr. P Barrett and seconded by Cllr. J Barrett it was unanimously resolved to remove the gate.</p> |

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| 054/24 | <p><u>WORKING GROUPS</u> Cllr. J Barrett introduced his proposal that working groups should meet every two months unless the group members determine there is insufficient business. Cllr. Nixon proposed an addition to the motion which was agreed by Cllr. J Barrett. Therefore, upon the proposition of Cllr. J Barrett and seconded by Cllr. P Barrett it was resolved that Working groups shall meet every two months - virtually or in person - unless three-fifths of the group agree there is insufficient cause to meet, which may be decided upon by circulation. If there is sufficient cause for the working group to meet sooner than this, then the Clerk or Chair of the working group may call for a meeting to take place. Unless there is a time sensitive issue such as a grant proposal deadline requiring an emergency motion to go to the full Town Council agenda, Proposals which are relevant to be discussed at one of the working groups or committees should be submitted to them for debate in the first instance. The Chair's decision on this is final.</p> |
| 055/24 | <p><u>EMERGENCY PLAN</u> Cllr. Roberts introduced the public version of the proposed Emergency plan which has now been approved by South Norfolk Council. An unredacted copy will be sent to the relevant bodies. After discussion regarding the possibility of a slimmed down plan and training upon the resolution of Cllr. Roberts and seconded by Cllr. James it was resolved to approve the plan.</p> |
| 056/24 | <p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u> Cllr. Savage.</p> <ul style="list-style-type: none"> • Western link section of the Northern Distributor Road has, at present, been halted by a decision by Natural England not to issue a licence. • Beryls Bike scheme – 4th anniversary • First Bus now running electric buses to Wymondham. <p><u>South Norfolk Council</u> Cllr. Roberts</p> <ul style="list-style-type: none"> • An action plan re flooding in North Wymondham (Oakwood Park) has been prepared <p>Cllr. Rosen</p> <ul style="list-style-type: none"> • Member of SNC A47 Alliance – looking at road safety and carriage duelling. |
| 057/24 | <p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> • Cllr. P Barrett – Sustainable Wymondham – introduced report and update on progress to date. Draft strategy prepared now moving on to 'how' to implement at meeting in April. Further report to Council in due course. Work being carried out on website and social media. Big green weekend commences 8th June 2024. • Cllr. P Barrett – Greening Wymondham- Funding work for Rothbury Road Park continuing, Work continues on Orchard. • Cllr. Nixon – Wymondham Tennis Club – attended AGM – try before you buy scheme and ball recycling container. • Cllr. Rosen – North Wymondham Community Centre – 50th anniversary |

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| | <p>quiz 20th April 2024.</p> <ul style="list-style-type: none">• Cllr. Rosen – Annual Parish meeting 23rd April 2024. Clerk – agenda to be issued in the normal way. |
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[The meeting closed at 20.40 pm]

DATED thisday of2024

SIGNED(Chairman)

DRAFT

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

| No | PAID TO | DESCRIPTION | SERVICES | N/C | EXPEND | ANALYSIS | VAT | AMOUNT | PAYMENT | |
|-----|--|---|-----------------------------|------|----------|-----------|----------|-----------|---------|---------|
| 307 | Norman Wenn Ltd | Hire of skip - Cemetery | Cemetery Maintenance | 4440 | | 145.83 | 29.17 | 175.00 | BACS | 7.3.24 |
| 308 | Biffa Waste Services | Wheeled Bin Account | Council Refuse | 4520 | 128.14 | | 25.63 | | | |
| | | Wheeled Bin Account | Cemetery Refuse | 4420 | 127.18 | | 25.44 | 306.39 | BACS | 7.3.24 |
| 309 | Netmatters Ltd | Website | Est- Misc | 4090 | | 190.19 | 38.04 | 228.23 | BACS | 7.3.24 |
| 310 | Anglian Internet Ltd | Office 365 subscription, wymondham.co.uk domain | Est Nisc | 4090 | | 156.50 | 31.30 | 187.80 | BACS | 7.3.24 |
| 311 | Nick Scrivens | Daily cleaning of public toilets | Public toilets | 4300 | 1061.00 | | 212.20 | | | |
| | | Additional clean after vandalism | Public toilets | 4300 | 80.00 | | 16.00 | 1369.20 | BACS | 7.3.24 |
| 312 | Ernest Doe & Sons Ltd | Machinery repairs | L & E Equipment Maintenance | 6140 | 3348.67 | | 669.75 | | | |
| | | Glue,hammerite, nose clips, snow shovel, welding helmet | L & E Maintenance | 6130 | 366.89 | | 73.38 | 4458.69 | BACS | 7.3.24 |
| 313 | Toolstation | 1 No. Demolition Hammer | L & E Maintenance | 6130 | | 116.65 | 23.33 | 139.98 | BACS | 7.3.24 |
| 314 | Wymondham Town Archive | Grant | Grants - General | 4700 | | 500.00 | 0.00 | 500.00 | BACS | 11.3.24 |
| 315 | Anglian Water Business (National) Ltd | Water 10.3.24-13.3.24 | Public toilets | 4300 | | 480.85 | 0.00 | 480.85 | BACS | 28.3.24 |
| 316 | CW Services | Reinslate bank at BMX track | L & E Maintenance | 6130 | | 250.00 | 0.00 | 250.00 | BACS | 14.3.24 |
| 317 | Miss M Doggett | 3 hrs of photography for Wymondham Heritage Trails | Tourism Development | 8200 | | 375.00 | 0.00 | 375.00 | BACS | 14.3.24 |
| 318 | HMRC | PAYE/NIC | PAYE/NIC | 4000 | | 3,771.89 | 0.00 | 3,771.89 | 707404 | |
| 319 | Norfolk Pension Fund | Pensions | Pensions | 4000 | | 4,241.12 | 0.00 | 4,241.12 | BACS | 28.3.24 |
| 320 | Mrs S Hurr | Cleaning of Council Offices | Est - Cleaning | 4050 | | 159.00 | 0.00 | 159.00 | BACS | 28.3.24 |
| 321 | Canon UK Ltd | Copier costs - rental charge 1.3.24-31.5.24 | Admin Print Stationery | 4310 | 98.03 | | 19.61 | | | |
| | | Copier costs 1.12.23-29.2.24 | Admin Print Stationery | 4310 | 113.31 | | 22.66 | 253.61 | BACS | 28.3.24 |
| 322 | Jewson Ltd | Yale indicator bolt, gravel,scews | L & E Maintenance | 6130 | | 119.52 | 23.90 | 143.42 | BACS | 28.3.24 |
| 323 | Wymondham Tyre Services Ltd | Change loose wheel | L & E Maintenance | 6130 | | 24.00 | 4.00 | 24.00 | BACS | 28.3.24 |
| 324 | Hays Recruitment | Temporary Ground staff | Salaries and wages | 4000 | | 1,946.89 | 389.39 | 2,336.28 | BACS | 28.3.24 |
| 325 | Newton Newton Flags & Banners Makers Ltd | Official D-Day 80th Flag of Peace | Est - Miscellaneous | 4090 | | 24.00 | 4.80 | 28.80 | BACS | 28.3.24 |
| 326 | TG Bodyshop | MOT and service VW Caddy | Est - van maintenance | 4155 | | 249.79 | 41.96 | 291.75 | BACS | 28.3.24 |
| 327 | Viking | Admin - Stamps | Admin Print Stationery | 4330 | 75.00 | | 0.00 | | | |
| | | Admin - Correction pens & Sticky tape | Admin Print Stationery | 4310 | 26.71 | | 5.34 | 107.05 | BACS | 28.3.24 |
| 328 | Suffolk County Council | Street Lights 1.4.23-31.3.24 | Street Lights | 4200 | | 7,778.56 | 1,555.71 | 9,334.27 | BACS | 28.3.24 |
| 329 | Ray Tuttle Lift Services Limited | Six monthly Loler inspection - lift | L & E Equipment Maint | 6140 | | 102.00 | 20.40 | 122.40 | BACS | 28.3.24 |
| 330 | East Fire Extinguisher & Alarms UK Ltd | Annual monitoring fee 1.6.23 - 31.5.24 | Est - Miscellaneous | 4090 | | 320.00 | 64.00 | 384.00 | BACS | 28.3.24 |
| 331 | Ernest Doe & Sons Ltd | New Wessex grass cutting Deck | Est - Miscellaneous | 4090 | | 23,245.00 | 4,649.00 | 27,894.00 | BACS | 28.3.24 |
| 332 | Anglian Water Business (National) Ltd | 12.12.23-11.3.24 | Cemetery Water | 4430 | | 48.75 | 3.46 | 52.21 | BACS | 28.3.24 |
| 333 | Anglian Water Business (National) Ltd | 4.12.23-3.3.24 | L&E Water - Browick | 6030 | | 22.66 | 0.00 | 22.66 | BACS | 28.3.24 |
| | | | | | 5,424.93 | 44,264.20 | 7,948.47 | 57,637.60 | | |
| | | Direct debits | | | | | | | | |
| | | Silvey Fleet | Fuel Account | 6130 | | 51.06 | 10.21 | 61.27 | | 4.3.24 |
| | | Silvey Fleet | Fuel Account | 6130 | | 135.66 | 27.11 | 162.67 | | 11.3.24 |
| | | Silvey Fleet | Fuel Account | 6130 | | 134.85 | 26.97 | 161.82 | | 25.3.24 |
| | | Sage UK Ltd | Sage 50c Accounts Essential | 4310 | | 96.00 | 19.20 | 115.20 | | 18.3.24 |
| | | Anglian Internet | Telephone and internet | 4320 | | 99.88 | 19.98 | 119.86 | | 7.3.24 |
| | | Valda Energy Limited | Electricity | 4040 | | 816.75 | 163.35 | 980.10 | | 11.3.24 |
| | | BT | Lift Line | 4320 | | 10.28 | 2.06 | 12.34 | | 18.3.24 |
| | | EE | Groundsmans telephone | 4320 | | 13.72 | 2.74 | 16.46 | | 5.3.24 |
| | | | | | 5,424.93 | 45,622.40 | 8,220.09 | 59,267.32 | | |

Silvey James

Deputy Chairman

Chairman

WYMONDHAM TOWN COUNCIL SALARIES

| NO | PAID TO | DESCRIPTION | SERVICES | EXPEND | ANALYSIS | VAT | AMOUNT | CHEQUE |
|---------------|------------------|------------------|-------------------|---------|----------|-----|-----------------|--------|
| 12 | Barclays Payflow | Salaries - March | Admin Salaries | 6579.12 | | | | |
| | | | Estab Salaries | 2047.55 | | | | |
| | | | TIC Salaries | 208.12 | | | | |
| | | | Cemetery Salaries | 1790.59 | | | 10625.38 | D/D |
| TOTALS | | | | | | | 10625.38 | |


 Chairman

31st March 2024


 Deputy Chairman