

WYMONDHAM TOWN COUNCIL
MINUTES OF A TOWN COUNCIL
MEETING HELD ON TUESDAY 7th May 2024
in the Council Offices at 7.00 pm.

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Councillors Present

S Nuri-Nixon	P Barrett	J Barrett
A Perry	L Doheny	P Broome
R Frosdick	D Roberts	M Batley
A James	J Fulcher	L Nixon
M Rosen		

Member(s) of the Public: 2
 Norfolk County Councillor: R Savage
 South Norfolk Councillor: K Hurn
 Town Co-ordinator: C Pharoah (SNC)

Councillor Nuri-Nixon in the Chair

Cllr. Nuri-Nixon welcomed Peter Broome as a newly elected Councillor and advised of the resignation of Cllr. Todd Baker who she thanked for his work on the Council.

058/24	<p><u>ELECTION OF MAYOR & CHAIR OF THE COUNCIL</u> Mayor S Nuri-Nixon called for nominations. Cllr. Nuri - Nixon was nominated upon the proposition of Cllr. Nixon and seconded by Cllr. Roberts. No other nominations were received and Cllr. Nuri-Nixon was duly appointed. A declaration of acceptance of office has been signed.</p>
059/24	<p><u>ELECTION OF DEPUTY MAYOR & VICE CHAIR OF THE COUNCIL</u> Cllr. Nuri-Nixon called for nominations. Cllr. Roberts was nominated upon the proposition of Cllr. Nixon and seconded by Cllr. J Barrett. No other nominations were received and Cllr. Roberts was duly appointed. A declaration of acceptance of office has been signed.</p>
060/24	<p><u>APOLOGIES FOR ABSENCE:</u> None.</p>
061/24	<p><u>DECLARATIONS OF INTEREST:</u> None.</p>
062/24	<p><u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Batley the minutes of the meeting held on 2nd April 2024 were unanimously approved as a correct record.</p>
063/24	<p><u>PROGRESS UPDATES:</u></p> <ul style="list-style-type: none"> • <u>PSYCHOLOGICAL SAFETY</u> Cllr. J Barrett advised that he is preparing some paperwork. • <u>ROTHBURY ROAD PARK</u> Cllr. P Barrett noted that the 'kissing' gate was removed a few days after the last council meeting.

	<ul style="list-style-type: none"> • <u>POLICIES & STANDING ORDERS WORKING GROUP</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. James the notes of the meeting held on 3rd April 2024 were noted and the recommendations therein were unanimously approved. • <u>NEW CEMETERY WORKING GROUP</u> The notes of the meeting held on 9th April 2024 were noted and the Clerk update members that a senior Planning Officer at South Norfolk Council had subsequently had a meeting with the builders Lovells. The outcome of this is that a TEAMS meeting has been scheduled for Monday 13th May 2024 of the interested parties.
064/24	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 16 th April 2024 were noted.
065/24	<u>DELEGATED ARRANGEMENTS TO COMMITTEES & WORKING GROUPS</u> Cllr. Nuri-Nixon explained that this is covered in the Council's Standing Order pack which all Councillors have a copy. It was resolved to re-adopt these.
066/24	<u>COMMITTEES TERMS OF REFERENCE</u> Cllr. Nuri-Nixon explained that this is covered in the Council's Standing Order pack which all Councillors have a copy. It was resolved to re-adopt these.
067/24	<u>APPOINTMENTS TO COMMITTEES</u> After discussion and voting it was resolved to appoint Committees in accordance with the list attached to these minutes.
068/24	<u>APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES</u> After discussion it was resolved to appoint representatives to outside bodies in accordance with the list attached to these minutes.
069/24	<u>APPOINTMENTS TO WORKING GROUPS</u> After discussion it was resolved to re-appoint working groups in accordance with the list attached to these minutes.
070/24	<p><u>FORMAL RE-ADOPTION</u> – Cllr Nuri-Nixon advised that the following protocols and procedures are included within the pack issued to all Councillors and upon the proposition of Cllr. Roberts and seconded by Cllr. J Barrett it was unanimously resolved to formally re-adopt the following:</p> <ul style="list-style-type: none"> • Standing Orders • Bio-Diversity • Code of Conduct • Complaints • Correspondence • Computer & Telephone Misuse Policy • Data Protection • Dignity at Work (Civility & respect) • Equal Opportunities • Freedom of Information • Health & Safety • Information Protection Policy • Information Security Incident Policy • Press & Media • Removable Media Policy • Risk Assessment

	<ul style="list-style-type: none"> • Social Media and Electronic Communication Policy • Treasury Management Policy <p>upon the proposition of Cllr. Fulcher and seconded by Cllr. Roberts it was resolved to formally re-adopt the following:</p> <ul style="list-style-type: none"> • Financial regulations
071/24	<u>TO NOTE INVENTORY OF LAND & ASSETS</u> Cllr. Nuri-Nixon advised that these were outlined on Paper E issued with the agenda.
072/24	<u>TO NOTE INSURANCE COVER</u> Clerk advised that this is covered by the Council's block policy with Zurich Insurance
073/24	<u>COUNCIL / EMPLOYEES MEMBERSHIP OF OTHER BODIES</u> List provided with agenda was noted.
074/24	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. James it was resolved to pay accounts for April 2024, as per the submitted list in the sum of £49,399.48. In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £11,402.57
075/24	<u>MAYORS ENGAGEMENTS</u> – Noted.
076/24	<u>PUBLIC PARTICIPATION:</u> None
077/24	<u>TOWN GREEN PARKING</u> Cllr. Nuri-Nixon introduced paper advising of the response from South Norfolk Council to a request for a review of on street parking. Upon the proposition of Cllr. Roberts and seconded by Cllr. James it was unanimously resolved that Wymondham Town Council requests that the South Norfolk Council Public Realm Working Group considers this issue as part of their work.
078/24	<u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council</u> <ul style="list-style-type: none"> • Cllr. Savage <ul style="list-style-type: none"> ○ Gateway signage has been approved and in due course the Town Council will need to confirm locations. <u>South Norfolk Council</u> <ul style="list-style-type: none"> • Cllr. Savage <ul style="list-style-type: none"> ○ Letter received from Historic England who are undertaking a consultation on the Towns Conservation area. • Cllr. Roberts <ul style="list-style-type: none"> ○ Residents Associations for South Wymondham and Becketts Grove are nearby there.
079/24	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u> <ul style="list-style-type: none"> • Cllr. P Barrett – Greening Wymondham <ul style="list-style-type: none"> ○ River water testing at 5 locations is underway. <ul style="list-style-type: none"> ▪ E-Coli above permitted limited due to untreated AWA discharge into the River Tiffey. ○ Veggie Pods are bearing produce.

- Great Big Green Week commences 8th June 2024.
- Cllr. P Barrett – Sustainable Wymondham
 - Meeting held on 25th April 2024. Notes to be prepared.
- Cllr. Perry – North Wymondham Community Centre
 - 50th anniversary – successful events including a quiz night.

Cllr Batley thanked the Clerk for organising an adjustable table which her wheelchair now fits under.

[The meeting closed at 19.37 pm]

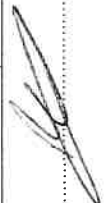
DATED thisday of2024

SIGNED(Chairman)

DRAFT

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS										
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	PAYMENT	
1	BT	Telephone and internet	TIC - telephone	8100		275.97	55.19	331.16	BACS	28.3.24
2	Business Writers Limited	Writing and Editing new Visit Wymondham Website	Tourism Development	8200		900.00	180.00	1,080.00	BACS	04.4.24
3	Savills Client AC Re Anglian Water Services Ltd	Rent in advance 25.3.24-23.6.24	Allocments	4600		975.63	0.00	975.63	BACS	04.4.24
4	Wymondham Old Grammar School Foundation	Belrope Lane rent	L & E Belrope - rent	6120		600.00	0.00	600.00	BACS	10.4.24
5	Biffa Waste Services	Wheeled Bin Account - March	Council Refuse	4520	129.14		25.83			
6	Anglian Water Business (National) Ltd	Water 1.1.24-1.4.24	Cemetery Refuse	4420	128.18		25.64	308.79	BACS	04.4.24
7	Ernest Doe & Sons Ltd	Water 1.1.24-1.4.24	Est - Water	4030	144.97		0.00	95.76	BACS	04.4.24
8	EDF Energy	Blades and belt	L & E Maintenance	6130	269.33		29.00		BACS	04.4.24
9	Nick Scrivens	25.2.24-25.3.24	L & E Equipment Maintenance	6140		343.08	53.86	497.16		
10	Miller West	Daily cleaning of public toilets - March	TIC - Electricity	8040		1,081.00	68.62	411.70	BACS	04.4.24
11	South Norfolk Council	Crank handle table	Public toilets	4300		225.00	212.20	1,273.20	BACS	04.4.24
12	Howard Fuller	Half yearly dog bin charge	Admin - Office Equipment	4340		3,778.04	45.00	270.00	BACS	04.4.24
13	Anglian Water Business (National) Ltd	Refund of payment sent in error	SNC - Dog Bins	6170		7.50	755.60	4,533.64	BACS	11.4.24
14	Karen Chamberlain	Water 11.10.23-10.4.24	Allocments	3200		34.93	0.00	41.91	BACS	10.4.24
15	EDF Energy	Kitchen Supplies	Markets - water	4550		20.79	0.00	20.79	BACS	16.4.24
16	Wymondham Heritage Society	Elec 26.3.24-24.4.24	Est - Miscellaneous	4090		133.96	6.70	140.66	BACS	17.4.24
17	HMRC	Books to sell in TIC	TIC - Electricity	8050		24.90	0.00	24.90	BACS	
18	Norfolk Pension Fund	PAYE/NIC	PAYE/NIC	4000		3,756.50	0.00	3,756.50	BACS	
19	Mrs S Huon	Pensions	Pensions	4000		4,262.89	0.00	4,262.89	BACS	
20	Hays Recruitment	Cleaning of Council Offices	Est - Cleaning	4050		159.00	0.00	159.00	BACS	
21	Norfolk Association of Local Councils	Temporary Ground staff	Salaries and wages	4000		5,966.24	1,193.24	7,159.48	BACS	
22	Wymondham Tyre Services Ltd	Norfolk & National Annual Subscription 2024/25	Est - Subscriptions	4130		2,218.06	0.00	2,218.06	BACS	
23	Reed Commercial Services Ltd	1 No. inner tube	L & E Maintenance	6130		24.00	4.80	28.80	BACS	
24	Jewson	Daily cleaning of public toilets - April	Public toilets	4300	1,144.58		228.92			
25	Mr Overalls Limited	Deep clean of Public Toilets - April	Public toilets	4300	165.00		33.00	1,571.50	BACS	
26	Institute of Cemetery and Cremation Management	Gravel/shingle handy bag	L & E Maintenance	6130		44.10	8.82	52.92	BACS	
27	Alan R Cross & Son	1 No. hi viz jacket, body warmer and gloves	Est Health & Safety	4195		44.85	8.97	53.82	BACS	
28	Edmundson Electrical Ltd	Annual subscription	Est - Subscriptions	4130		100.00	0.00	100.00	BACS	
29	Collier Turf care	Installation of Defibrillator at Wymondham Fire Station	Est - Miscellaneous	4090		337.87	67.57	405.44	BACS	
30	TG Bodyshop	Light for Groundsmans rest room	Cemetery Maintenance	4440		4.17	0.83	5.00	BACS	
31	Anglian Internet	12 bags Sportsfield Longevity	L & E Maintenance	6130		390.00	78.00	468.00	BACS	
32	Cash	MOT, service & parts Citroen van, repairs to Caddy van	Est - Van maintenance	4155		857.23	162.47	1,019.70	BACS	
		Avast Business Cloudcare anti-virus annual renewal	Admin - Print/Stationery	4310		125.00	25.00	150.00	BACS	
		Kitchen Supplies	Est - Miscellaneous	4090	51.81		0.00			
		Postage stamps	Admin - Postage	4330	2.00		0.00			
		Sliding Door runner - VW Caddy van	Est - Van maintenance	4155	14.99		0.00	68.80	BACS	
		TOTALS			2,050.00	26,766.47	3,276.24	32,092.71		
DD	South Norfolk Council	Non-Domestic Rates & Council Tax	South Norfolk Council			16,187.12	0.00	16,187.12		15.4.24
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		116.73	23.35	140.08		01.4.24
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		185.21	37.04	222.25		22.4.24
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		94.42	18.88	113.20		29.4.24
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		96.00	19.20	115.20		16.4.24
	Anglian Internet	Telephone and internet	Admin - telephone	4320		99.36	19.89	119.35		05.4.24
EE	Valda Energy	Groundsmans telephone	Admin - telephone	4320		13.72	2.74	16.46		03.4.24
	BT	Electricity	Est - Electricity	4040		317.31	63.46	380.77		08.4.24
		Lift line	Admin/telephone	4320		10.28	2.06	12.34		16.4.24
					2,050.00	43,886.62	3,462.86	49,399.48		

Chairman 
 30th April 2024

Deputy Chairman 

WYMONDHAM TOWN COUNCIL SALARIES								
No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
1	Barclays Payflow	Salaries - April	Admin Salaries Est Salaries TIC Salaries Cemetery Salaries	6,886.32 2,080.25 1,815.18 620.82			11,402.57	D/D

TOTALS

11,402.57

..... Chairman

..... Deputy Chairman

30th April 2024

**WYMONDHAM TOWN COUNCIL
APPOINTMENTS TO COMMITTEES
May 2024**

Finance & General Purposes: (5)

Cllrs:

Roberts	Fulcher	Frosdick	P Barrett	Perry
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Leisure & Environment: (5)

Cllrs:

James	Nuri-Nixon	Batley	Nixon	Doheny
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Planning, Lighting & Highways: (5)

Cllrs:

Frosdick	Broome	J Barrett	Perry	P Barrett
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Outside Bodies:

Central Hall Committee: (1) – Cllr. Doheny

Greening Wymondham (1) – Cllr. P Barrett

Lizard Trustees (2) – Cllr. James & Vacancy (2019-23)

Lizard Trustees (2) – Cllr. Fulcher & S Knights (2018-22)

North Wymondham Community Centre (1) – Cllr. Perry

Wym. Access Group (1) Cllr. Batley

Wym. Allotments Group (1) – Cllr. Batley

Wym. Fuel Allotments Charity (1) – Cllr. P Barrett

Plus R Bartram, M Gibbins, G Iain, R Savage & Dr C Thorman.

Wym. Grammar School Trust (1) Cllr. P Barrett

Wym. Market Cross Trust (2) – Mayor & Deputy Mayor

Wym. Tennis Club -Cllr. Nixon

Wym. Town Football Club (1) – Cllr. Doheny

Wymondham Business Group – Town Team (1) – Cllr. J Barrett

Working Groups

Council Blds, Health and Safety & Personnel (4) – Cllrs.

James	Nuri-Nixon	Nixon	Rosen
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Browick Recreation Ground Working Group (5) – Cllrs

Nuri-Nixon	James	Batley	Perry	J Barrett
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New Cemetery – (5) Cllrs.

Nixon	Fulcher	Frosdick	Broome	J Barrett
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Policies & Standing Orders Review

Roberts	Fulcher	J Barrett	Perry	Doheny
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South Norfolk Council Public Realm Working Group

Roberts	P Barrett	Perry
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Other

Farmers Market (2) – Cllrs.

Vacancy	Nixon
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