

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT
A MEETING OF THE TOWN COUNCIL is to be held on
Tuesday 1st October 2024 at 7.15 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 3 rd September 2024 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 3 rd September 2024 / previous meetings. <ul style="list-style-type: none">To note the notes of the TEAMS meeting held on 29/08/2024 and to ratify the recommendation therein.	C
5	To confirm payment of monthly creditors – September 2024.	D
6	Mayors Engagements – Verbal report	
7	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.	
8	Reports from County / District Councillors	
9	Reports from representatives on outside committees	
10	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.	
11	To consider letter received from Anglian Water	E



25th September 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.

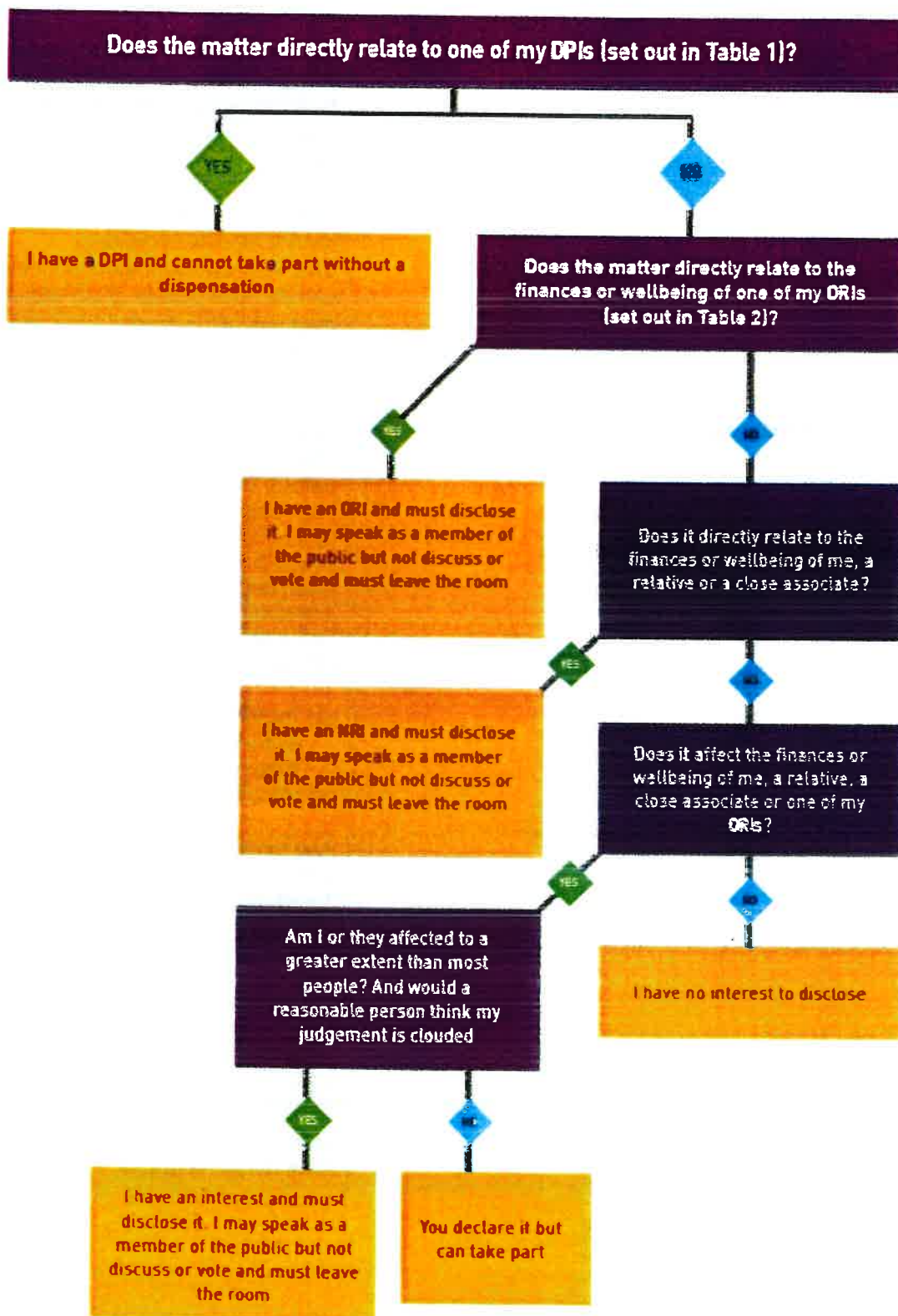


Table 1: Disclosable Pecuniary Interests

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 <i>within the area of the council</i> . '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 Registrable 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 3rd September 2024
in the Council Offices at 7.00 pm.

Councillors Present

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

Member(s) of the Public: 4
NCC: Cllr. Savage.

Councillor Nuri-Nixon in the Chair

119/24	<u>APOLOGIES FOR ABSENCE:</u> Cllrs. Batley & J Barrett
120/24	<u>DECLARATIONS OF INTEREST:</u> All Councillors lobbied in respect of Agenda item 10 use of the Market Place.
121/24	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Frostdick the minutes of the meeting held on 6 th August 2024 were unanimously approved as a correct record.
122/24	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> • <u>Welcome to Wymondham Signage</u> discussion took place with Cllr. Savage outlining position and answering questions. Upon the proposition of Cllr. Nuri-Nixon and seconded by Cllr. Roberts it was unanimously resolved to delegate authority to Cllr. Nixon, Broome and Witt to agree the design, the proposed number, location and wording of the signs. • <u>Public Realm project</u> consultation goes to October 13th 2024. • <u>Bus Shelter</u> now installed outside 'Big Fry' on Market Street. • <u>Play site Equipment</u> review nearly complete, equipment to be cleaned and quotes for repainting to be sought.
123/24	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> The minutes of meeting held on 20 th August 2024 were noted.
124/24	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. Broome it was resolved to pay accounts for August 2024, as per the submitted list in the sum of £80,167.40 In compliance with financial regulations the Clerk tabled a list of salaries paid from the account to the sum of £14,233.86

125/24	<p><u>PUBLIC PARTICIPATION:</u></p> <ul style="list-style-type: none"> • Two residents spoke against the request to use of the Market Place on boxing day by Dunston Harriers. • Cllr. Savage spoke in favour of the request to use the Market Place on boxing day by Dunston Harriers.
126/24	<p><u>BLEED KITS</u> Cllr. Nixon introduced her paper to purchase 3 Bleed Kits to be installed inside the recently purchased defibrillator's. After discussion during which an amendment to the proposal was agreed upon the proposal of Cllr. Nixon and seconded by Cllr. Nuri-Nixon it was unanimously resolved to</p> <ol style="list-style-type: none"> 1. Wymondham Town Council purchases three Bleed Kits 2. Wymondham Town Council engages with local groups who are able to provide first aid demonstrations to the community, by providing a venue in order that people can see how the defibrillators and bleed control kits work Said demonstrations should initially target people who live, work or operate near each defibrillator and bleed kit, to increase the likelihood that there will be people based very near the equipment who are confident in assisting in its use, when required. 3. Where a case opening security code is required to access the defibrillator, WTC organises for stickers to be added to the defibrillator cases instructing users that the code can be obtained by dialling '999'. 4. WTC retains responsibility for ensuring bleed kit is in full working order at all times with regular inspections as required and replacement of items used or reaching expiry date. 5. Town Clerk will liaise with local Police to identify the most useful locations for bleed kits and relocate from the defibrillator cases if required.
127/24	<p><u>YOUTH COUNCIL</u> Cllr. Nuri-Nixon introduced her proposals to support the setting up of a Youth Council in conjunction with Wymondham Academy as outlined in her paper. After discussion upon the proposal of Cllr. Nuri-Nixon and seconded by Cllr. Nixon it was unanimously resolved</p> <ol style="list-style-type: none"> 1. Wymondham Town Council to support the setting up of a Youth Council to initially run from October 2024 to July 2025 with scope to renew yearly if successful. 2. To allocate £1000 from the youth earmarked reserve to this project.
128/24	<p><u>MARKET PLACE</u> Request to use the Market Place on 26th December 2024 by Dunston Harriers was discussed at length and it was resolved by 11 votes for and 1 abstention not to authorise this request.</p>
129/24	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council:</u> None.</p> <p><u>South Norfolk Council:</u></p> <ul style="list-style-type: none"> • Cllr. Roberts – utility works on Limetree Avenue to take place.

130/24	<p>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</p> <p>Cllr. P Barrett – Sustainable Wymondham.</p> <ul style="list-style-type: none"> • Meeting held and discussions re food waste collections, biodiversity and rainwater harvesting. <p>Cllr. P Barrett – Greening Wymondham.</p> <ul style="list-style-type: none"> • Water e coli testing taking place and Lizard & Becketswell over limit following rainfall. • Litter pick on 21st September. • Apple Day 19th October • Wish to be consulted in respect of open spaces audit currently being undertaken by the Council. • Funding applications re Rothbury Road ongoing. <p>Cllr. Perry – North Wymondham Community Centre.</p> <ul style="list-style-type: none"> • Successful garage sale held.
131/24	<p>EXCLUSION OF THE PRESS & PUBLIC On the proposition of Cllr. Roberts and seconded by Cllr. Broome 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.</p>
132/24	<p>COUNCIL BUILDINGS, H&S and PERSONNEL WORKING GROUP Upon the proposition of Cllr. Rosen and seconded by Cllr. James the notes of the meetings held on 5th August and 19th August 2024 were noted and the recommendations therein ratified.</p>

[The meeting closed at 20.10 pm]

DATED thisday of2024

SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS										
NO	PAID TO	DESCRIPTION	N/C	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	PAYMENT	
108	Trevor Foster	Vinyl flooring - Cemetary welfare room	4440	Cemetary Maintenance		39.00	0.00	39.00	BACS	7.8.24
109	Biffa Waste Services Limited	Wheeled Bin Account - June	4520	Council Refuse	157.55		31.51			
		Wheeled Bin Account - June	4420	Cemetary Refuse	156.35		31.27	376.68	BACS	8.8.24
110	Wymondham Heritage Society	3 No. Wymondham in Words and water colours books	8050	TIC Purchases		10.41	0.00	10.41	BACS	8.8.24
111	EDF Energy	Electricity 1.7.24-31.7.24	8040	TIC - Electricity		154.30	7.71	162.01	BACS	8.8.24
112	Monarch Signs Limited	A4 ACM signs Keep Dogs on a Lead - Cemetary	4440	Cemetary Maintenance		60.00	12.00	72.00	BACS	8.8.24
113	Ernest Doe & Sons Ltd	Thermogloves, mesh visor & ear muff	4440	Est - Health & Safety	32.48		6.50			
		Cable ties, trimmer head, eyelid trimmer head, oil filter, flat fan nozzle	6130	L & E Maintenance	92.35		18.47	452.04	BACS	8.8.24
		18 blade, black deck senilar, 330W charger	6140	L & E Equipment Maintenance	251.86		50.38			
114	Abbeygate Garage Ltd	Fuel Account	6130	L & E Maintenance		109.45	21.89	131.34	BACS	8.8.24
115	Inform Printed Solutions Limited	100 Visit Wymondham Tote bags	8200	Tourism Development		264.00	52.80	316.80	BACS	14.8.24
116	CountyDec Painters & Decorators	Installation of Scaffolding, outer fencing, signs, materials - Market Cross	4090	Est - Miscellaneous		7,056.00	0.00	7,056.00	BACS	23.8.24
117	Ernest Doe & Sons Ltd	New Holland Boomer and loader bucket, minus trade in Boomer	6150	L & E Equipment		22,922.00	4,584.40	27,506.40	BACS	22.8.24
118	Desira Group PLC	Nissan Townstar EV L1 Acentia van	6150	L & E Equipment		17,705.00	3,541.00	21,246.00	BACS	29.8.24
119	Hays Recruitment	Temporary Ground staff	4005	Salaries and wages	6,062.28		1,212.45			
		Temporary Ground staff	6160	L & E Brighton Wymondham	1,045.20		209.04	8,528.97	BACS	4.9.24
120	Viking	Refill for first aid boxes	4195	Est - Health & Safety		120.76	24.15	144.91	BACS	4.9.24
121	Reed Commercial Services Ltd	Daily cleaning of public toilets - August	4300	Public toilets		1,144.58	228.92	1,373.50	BACS	4.9.24
122	HMRC	PAYE/NIC	4000	PAYE/NIC		4,803.60	0.00	4,803.60	707411	
		Pensions	4000	Pensions		5,224.39	0.00	5,224.39	BACS	4.9.24
124	Stannah Lift Services Limited	Premium contract 10.5.24-9.8.24	4090	Est - Miscellaneous		173.87	34.77	208.64	BACS	4.9.24
125	Mrs S Hurn	Cleaning of Council Offices	4050	Est - Cleaning		119.25	0.00	119.25	BACS	4.9.24
126	Netmatters Ltd	Annual 2024 Sysflow Hosting (Annual)	4310	Admin Print/Stationery		86.25	17.25	103.50	BACS	4.9.24
127	Wymondham Tyre Services Ltd	1 No. inner tube	6130	L & E Maintenance		18.00	3.60	21.60	BACS	4.9.24
128	Jewson	Handsaw triple pack, Yale indicator bolt, earth rammer	6130	L & E Maintenance		105.67	21.13	126.80	BACS	4.9.24
129	C Clements & Sons	4 No. keys cut to pattern	6130	L & E Maintenance		19.50	3.90	23.40	BACS	4.9.24
130	BT	Telephone and internet	8100	T/C - Telephone		304.65	60.93	365.58	BACS	4.9.24
131	Cash	Kitchen supplies	4090	Est - Miscellaneous	16.82		0.00			
		Extension lead and folding table	8050	TIC - Purchases	27.00		0.00			
		Replacement key fob for van	4155	Est - Van maintenance	5.99		0.00			
		Kettle	4090	Est - Miscellaneous	20.00		0.00			
		Refreshments - SNC public realm meeting	4090	Est - Miscellaneous	8.76		0.00			
		Lock - allotments	4600	Allotments	21.95		0.00			
		Command fixing strips	4310	Admin - print/stationery	17.33		3.47			
		2025 Diaries	4310	Admin - print/stationery	3.98		0.00	125.30	DB CARD	
					7,919.90	60,440.68	10,177.54	78,538.12		
	DIRECT DEBITS									
	Silvey Fleet	Fuel Account	6130	L & E Maintenance		135.02	27.00	162.02		5.8.24
	Silvey Fleet	Fuel Account	6130	L & E Maintenance		107.27	21.45	128.72		12.8.24
	Silvey Fleet	Fuel Account	6130	L & E Maintenance		126.74	25.34	152.08		19.8.24
	Sage UK Ltd	Sage 50c Accounts Essential	4310	Admin Print/Stationery		99.00	19.80	118.80		16.8.24
	Anglian Internet	Telephone and internet	4320	Admin - telephone		100.35	20.07	120.42		6.8.24
	BT	Lift line	4320	Admin/telephone		10.28	2.06	12.34		16.8.24
	Valda Energy	Electricity - Browick	6040	L & E Electric - Browick		9.21	0.46	9.67		27.8.24
	Valda Energy	Electricity	4040	Est - Electricity		339.37	67.87	407.24		8.8.24
	EE	Groundsmans telephone	4320	Admin - telephone		31.66	6.33	37.99		3.8.24
					7,919.90	61,399.58	10,367.92	79,687.40		

Chairman




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	9,091.47 2,247.00 1,886.24 1,009.15			14,233.86	D/D
TOTALS						0.00	£14,233.86	


 Chairman

31 August 2024


 Deputy Chairman

WYMONDHAM TOWN COUNCIL
 New Cemetery Working Group
 Notes of ZOOM meeting held on 29th August 2024 at 10.00am online

Present:	Cllr. P Barrett
	Cllr. P Broome
	Cllr. R Frosdick
Town Clerk	T Gurney
Deputy Clerk	L Trabucco
	Cllr. A Perry
CDS	C. Ward

	Apologies for absence - Cllr. J Fulcher, L Nixon
	<p>Calum Ward from CDS gave a general update and explained that currently the site is in the same position as Lovell have left it.</p> <p>Lovell recent proposal to remediate the water ingress situation by adding a drainage channel around the two sides of the site will not resolve the ground water problem, as the Council will still need to make allowances during burials, however it was advised that it could be managed by digging graves early in morning to allow the odour to be disposed of, rather than water.</p> <p>The recent advice from the Environment Agency (EA) was potentially enough to get approval.</p> <p>Calum would be able to prepare and submit the full T2 to the EA Ground Report Team in a week time, then it would be a couple of weeks to months for the EA to assess the report.</p> <p>If the EA finds no issue, a planning application would be submitted, and it would take a year, to a year and half, if additional information are required.</p> <p>Calum agreed to contact Glen at SN to get details from the contact at EA ground report team.</p> <p>After much discussion it was agreed for Calum to submit the full T2 report to the EA.</p>

[The Zoom meeting closed at 10.59pm]

DATED this day of2024

SIGNED (Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	PAYMENT
132	Biffa Waste Services Limited	Wheeled Bin Account	4520	129.14		25.83		
		Wheeled Bin Account	4420	128.18		25.64	308.79	BACS
133	Ernest Doe & Sons	Cutter Anti vibrate gloves, safety glasses, Dynamic Ergo helmet	4195	71.71		5.25		
		Bleach, charger, screwdriver & bit set, cable ties, metal cut disc	6130	174.26		34.85		
		Repairs to mower	6140	397.72		79.54	763.33	BACS
134	EDF Energy	25.2.24-25.3.24	8040		51.61	2.54	54.15	BACS
135	Broadland Tree Services	Removal of tress adl to neighbouring property - Ketts Park	6210		860.00	172.00	1,032.00	BACS
		4.6.24-3.9.24	6030		18.51	0.00	18.51	BACS
137	Anglian Water Business (National) Ltd	10.6.24-10.9.24	6030		1,057.24	0.00	1,057.24	BACS
138	Anglian Water Business (National) Ltd	11.6.24-11.9.24	4300		59.97	4.51	64.48	BACS
139	Reed Commercial Services Ltd	Daily cleaning of public toilets - September	4430		1,144.58	228.92	1,373.50	BACS
140	Wymondham Tyre Services Ltd	Cover change and balance	4300		20.00	4.00	24.00	
141	Mrs S Hurn	Cleaning of Council Offices	6130		119.25	0.00	119.25	
142	Jewson	Sawn Feather edge black painted FSC, pipe, solder wire, coupler	4050		184.92	36.98	221.90	
143	C Clements & Sons	Grey gloss paint	6130		17.24	3.45	20.69	
144	Norwich City Council	Fringe Project - Ketts Park Woods	4440		2,450.00	0.00	2,450.00	
145	PKF Littlejohn LLP	End of year Audit 2023-2024	4090		1,680.00	336.00	2,016.00	
146	Red Dune Ltd	Directorist Onelising Pro plugin for WordPress	4110		108.00	21.60	129.60	
147	Hays Recruitment	Temporary Ground staff	8200					
		Temporary Ground staff	4005	6,172.18				
148	HMRC	PAYE/NIC	6160	1,597.95		1,234.43	9,324.15	
149	Norfolk Pension Fund	Pensions	4000		4,857.80	0.00	4,857.80	
150	Wymondham Community Bookshop CIC	Hire of room at Ketts Books for TIC	4000		5,261.19	0.00	5,261.19	
151	T/a Commercial & Industrial Cleaning Supplies Ltd	1 no. box of soap	4090		400.00	0.00	400.00	
152	Get Medieval Ltd	Sword Fighting & Medieval Combat Display at Ketts Park	4300		32.50	6.50	39.00	
153	Ray Tuttle Lift Services Limited	Six month LOLER 9 inspection for passenger lift	4090		500.00	0.00	500.00	
154	Anglia Print Limited	Print of Newsletter	6140		105.00	21.00	126.00	
155	Cannon UK Ltd	Copter costs - rental charge 1.9.24-30.11.24	4810	98.03		348.00	348.00	
		Copter costs 1.6.24-31.8.24	4310	110.36		19.61	19.61	
156	Broadland Tree Services	Deal with storm damaged pine in Cemetery	4310	640.00		22.07	250.07	
		Remove fallen tree - Tolls Meadow	4440	640.00		128.00		
157	CountyDec (E C Cawdron)	Installation of Scaffolding, outer fencing, signs, materials - Market Cross	4090	620.00		124.00	1,512.00	
158	EFire	Extinguisher service, Foam & CO2 Extinguisher & signs	4090		12,152.00	0.00	12,152.00	
159	Farnblis Direct Limited	4 No. fence posts	4090		271.00	54.20	325.20	
160	Hygiene Supplies Direct Limited	2 No. Stainless steel Jumbo 12" toilet roll holders	4600		15.92	3.18	19.10	
161	Zurich Municipal	Annual insurance premium	4300		77.90	15.58	93.48	
162	South Norfolk Council	Dog bin - half yearly charge	4070		15,703.75	240.95	15,944.70	
			6170		4,117.50	823.50	4,941.00	
				10,139.53		3,993.72	65,747.13	
		Fuel Account	6130		230.36	46.07	276.43	2,9.24
		Fuel Account	6130		81.97	16.39	98.36	9.9.24
		Fuel Account	6130		167.23	33.45	200.68	23.9.24
		Fuel Account	6130		59.03	11.81	70.84	30.9.24
		Standing charge	6040		8.88	0.44	9.32	27.9.24
		Electricity	4040		273.29	13.66	286.95	9.9.24
		Groundsmans telephone	4320		28.00	5.60	33.60	3.9.24
		Lift line	4320				89.24	16.9.24
		Telephone and internet - September	4320		99.76	19.95	119.71	5.9.24
		Sage 50c Accounts Essential	4310		99.00	19.80	118.80	16.9.24
				10,139.53	52,661.40	4,160.89	67,051.06	

Chairman

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	9,091.07 2,401.52 1,814.98 842.69			14,150.26 D/D
TOTALS					0.00	0.00	14,150.26

TOTALS

0.00 14,150.26

..... Chairman

.....Deputy Chairman

30th September 2024