

**MINUTES of the FULL COUNCIL MEETING**  
**of FAKENHAM TOWN COUNCIL**  
**held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**  
**WEDNESDAY 24<sup>TH</sup> SEPTEMBER 2025 at 18:00**

---

Councillors: A Glynn (Chair), V Joslin, L Harrison, J Rockett, M Dutton, C Fairbrother, P Bucknell, G Acheson, D Hunter & T Duffy

District / County Councillors: None

Clerk: Lesley Meanley

Administrative Assistant: B Combrink

Members of the Public: One

Press: None

Number	Agenda
<b>143/25</b>	<p><b>Open Forum for Public Participation</b></p> <p><b>a)</b> To receive a report from Fakenham Police - Noted</p> <p><b>b)</b> To receive any Electors Questions: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 10 mins – North Norfolk Active Communities part of Active Norfolk &amp; NNDC requested funding for a potential project called the North Norfolk Holiday Provision, to fund activities and food for children throughout all school holidays. 229 children from Fakenham may fall into scope.</p> <p>Cllr Duffy Arrived</p> <p>Cllrs agreed that Fakenham Town Council could not fund NNDC staff but would like more data on the food or activity costs and attendance rates and a specific Fakenham project for which 2026/27 funding could be considered.</p> <p><b>ACTION: Clerk to request information</b></p> <p><b>c)</b> To receive any reports from District/County Councillors For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&amp;A only at the meeting.</p> <p>Apologies received from all District and County Cllrs due to a meeting clash. A report was submitted by Cllr Cushing and Cllr Vickers offered thanks to Cllr Rockett and Hunter.</p>
<b>144/25</b>	<p><b>To consider for acceptance apologies for absence</b></p> <p>Due to a NNDC meeting clash apologies received from NNDC Cllr C Cushing, L Vickers and J Punchard and NCC Cllr T Fitzpatrick. Apologies received from Cllr Campbell</p>
<b>145/25</b>	<p><b>Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda</b></p> <p>None declared</p>
<b>146/25</b>	<p><b>To confirm the Full Council Minutes of the Meeting held on 27<sup>th</sup> August 2025</b></p> <p>The minutes of the Full Council meeting held on the 27<sup>th</sup> August 2025 were agreed on the proposition of Cllr Glynn and seconded by Cllr Hunter, AGREED by all and signed by the chair.</p>
<b>147/25</b>	<p><b>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update</b></p> <p>Minute 137/25 – Events have been overtaken as Historic England are now involved and will be visiting the site on the 24<sup>th</sup> October.</p>
<b>148/25</b>	<p><b>To receive any reports from Councillors who have attended Meetings outside the Council</b></p> <p>Cllr Joslin and the Clerk have met with further Play equipment suppliers. Cllr Joslin and the Clerk have had their regular meeting with the Fakenham Church. Cllrs Duffy, Acheson &amp; the</p>

	Clerk met with the current Heritage Trail supplier to discuss the Heritage Trail boards. Cllrs Glynn, Hunter & Duffy attend a Flash stakeholder meeting.
<b>149/25</b>	<b>To receive and note correspondence and comment upon any items for information and action</b> None
<b>150/25</b>	<b>To confirm the Minutes of the Facilities &amp; Amenities Committee held on:</b> <ul style="list-style-type: none"> <li>• <b>9<sup>th</sup> September 2025. To note:</b>  The minutes of the meeting held on 9<sup>th</sup> September 2025 were moved for reception and adoption by Cllr Joslin seconded by Cllr Acheson and agreed by all.</li> </ul> <b>89/25 FA To review Estate grass cutting quotations for 2026 received so far</b> Quotes from 15 contractors requested, 2 received. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed that a Creake Road Cemetery grass cutting quote to cover April 2026 to March 2027 for £6300 be accepted and a Fakenham Church North grass cutting quote to cover April 2026 to March 2027 for £1575 be accepted. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed a grass cutting quote to cover April 2026 to March 2027 for Trap Lane playing field £1456, Goggs Mill Picnic Area £682.50, Aldiss Park £1365, Millenium Park £2275, Hayes Lane Playing Field £910 and Whiteland's £518.7 be accepted  <b>90/25 FA To review Verge grass cutting quotations for 2026 received so far</b> Quotes from 9 contractors requested, 2 received. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed to accept a quote for £12,600
<b>151/25</b>	<b>To confirm the Minutes of the Governance &amp; Finance Committee held on:</b> <ul style="list-style-type: none"> <li>• <b>16<sup>th</sup> September 2025. To note and/or approve:</b>  The minutes of the meeting held on 16<sup>th</sup> September 2025 were moved for reception and adoption by Cllr Dutton seconded by Cllr Glynn and agreed by all.</li> </ul> <b>65/25 GF To review and agree policies for update:</b> <ul style="list-style-type: none"> <li>• Councillor Email Policy</li> <li>• Members Code of Conduct Policy</li> </ul> On the proposition of Cllr Dutton, seconded by Cllr Joslin, policies were agreed by all for presentation and approval by Full Council. On the proposition of Cllr Dutton, seconded by Cllr Glynn, policies were agreed by all with the request that Councillors abide by the email policy.
	<b>69/25 GF To review proposal and quotation for adopting Scribe as the accounting software provider from 1 April 2026</b> Councillors reviewed the Scribe proposal and quotation to provide accounting software and associated modules, with an initial payment of £1,644 and a monthly payment of £245 from 1st April 2026 and RESOLVED to recommend approval to Full Council On the proposition of Cllr Dutton, seconded by Cllr Acheson, the adoption of Scribe accounting software was agreed by all.
<b>152/25</b>	<b>Financial Matters –</b> <ol style="list-style-type: none"> <li>a) To receive and review August 2025 receipts and payments for Fakenham Town Council and Charter Market</li> <li>b) To receive and review August 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts</li> <li>c) To note the current Income and Expenditure Budget vs Actuals report</li> </ol>

	<p>d) To receive and approve the August 2025 schedule of payments over £500 for display on the website</p> <p>On the Proposition of Cllr Dutton, seconded by Cllr Joslin, all items were received and approved by all</p>
<b>153/25</b>	<p><b>To note the Strategic Plan 2025-2028 biannual review</b></p> <p>Noted – Tracked changes to be included on future copies</p>
<b>154/25</b>	<p><b>To discuss the 2025 Remembrance Parade</b></p> <p>The Clerk is meeting with the RBL on the 25<sup>th</sup> September.</p> <p>The Police will not assist in anyway with the parade.</p> <p>The parade will be at the usual time of 14:45. The Armistice Service will take place at 10:50 on the 11<sup>th</sup> November.</p>
<b>155/25</b>	<p><b>To Receive the following applications for a grant from the Market Tolls:</b></p> <ul style="list-style-type: none"> <li>Fakenham Area Conservation Trust (FACT)</li> </ul> <p>On the proposition of Cllr Glynn, seconded by Cllr Joslin, Cllrs agreed to give the amount of £1200</p> <ul style="list-style-type: none"> <li>Fakenham Choral Society</li> </ul> <p>On the proposition of Cllr Glynn, seconded by Cllr Acheson, Cllrs agreed to give the amount of £1000</p>
<b>156/25</b>	<p><b>To note the Town Ambition Programme bid Submission</b></p> <p>A submission to the NNDC Town Ambition Programme bid has been successful for town banners and a promotional video. 75% of the sum is funded and must be spent by 31/3/26 with 25% match funded which Cllr Glynn has arranged through local businesses. Ideally banners would hang in Whitehorse Street and Norwich Street.</p> <p>On the proposition of Cllr Dutton seconded by Cllr Bucknell, Cllrs agreed to defer decisions on whether bid is progressed to Facilities &amp; Amenities.</p> <p><b>ACTION: Cllr Glynn to send out banner designs to all</b></p> <p><b>ACTION: Clerk to find out streetlight structural survey costs and report back to Facilities &amp; Amenities</b></p>
<b>157/25</b>	<p><b>To consent to allow Junior Parkrun to operate on Millennium Park</b></p> <p>On the proposition of Cllr Acheson, seconded by Cllr Fairbrother, Cllrs agreed to give written consent.</p> <p><b>ACTION: Clerk to write giving consent</b></p>
<b>158/25</b>	<p><b>To receive notification of preliminary consultation regarding S38 TRO 20mph zone in the development on Brick Kiln Road/Farm Drive, off Rudham Stile Lane</b></p> <p>All Cllrs agreed that as there are numerous speeding complaints from residents the whole of Rudham Stile Lane should be 20mph.</p> <p><b>ACTION: Clerk to respond to Highways consultation</b></p>
<b>159/25</b>	<p><b>To discuss surface repairs to Bridge street</b></p> <p>Cllrs believe various contractors are at fault for the road condition having not reinstated properly. Cllrs wish the road to be repaired with pavers, aesthetically in keeping with the conservation area and will be discussing with Historic England when they attend.</p> <p><b>ACTION: Clerk to respond to highways</b></p>
<b>160/25</b>	<p><b>To consider planning applications up to 24/09/2025:</b></p> <ul style="list-style-type: none"> <li>ADV/25/1727 – B&amp;Q Enterprise Way, Illuminated displays – Cllrs offered no objection or comment.</li> </ul> <p><a href="https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TOGUN5LNM9900">https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TOGUN5LNM9900</a></p>

	<ul style="list-style-type: none"> <li>PF/25/1950 – 11 Market Place, Change of use - Cllrs offered no objection but commented that it should be ensured that the windows are appropriately replaced in keeping with the Conservation area. <a href="https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T20ENSLNMKG00">https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T20ENSLNMKG00</a></li> </ul>
161/25	<p><b>To note comments on applications for planning applications as agreed via Email:</b></p> <ul style="list-style-type: none"> <li>PU/25/1152 - Henry Stewart &amp; Co Chicken Sheds, Change of use - Cllrs objected as outside of development area <a href="https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SWLJDDLNLH800">https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SWLJDDLNLH800</a></li> <li>ADV/25/1430 - 12 - 14 Norwich Street, Installation of externally illuminated fascia sign - Cllrs objected due to this being within a conservation area. Cllrs concurred with the Conservation &amp; Design comments dated 26/08/2025 <a href="https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SYNM21LNLVF00">https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SYNM21LNLVF00</a> These were noted</li> </ul>
162/25	<p><b>To receive notice of decisions of the planning authority:</b></p> <ul style="list-style-type: none"> <li>NMA/25/1829 – Land To Rear Of Lidl, Non-material amendment of planning permission PF/24/1079 - Approved <a href="https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T16CSGLNMEF00">https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T16CSGLNMEF00</a></li> <li>CD/25/1231 - Land To Rear Of Lidl, Discharge of condition 25 (Fire Hydrant) of planning permission PF/24/1079 – Approved <a href="https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SX9M4ILNLLB00">https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SX9M4ILNLLB00</a></li> <li>PF/25/1443 - 145 Holt Road, rear extension – Approved <a href="https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SYPMJOLNLW400">https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SYPMJOLNLW400</a></li> <li>PF/25/1736 - Brambleberry Cottage Heath Lane, Single storey extension – Approved <a href="https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T0IA1HLNM9U00">https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T0IA1HLNM9U00</a></li> <li>PF/25/1766 - 134 Norwich Road, Single storey extension – Approved <a href="https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T0MEN8LNMBF00">https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T0MEN8LNMBF00</a></li> <li>CD/25/0175 - Land North Of Rudham Stile Lane &amp; East Of Water Moor Lane, Discharge of condition 28 (Construction Environmental Management Plan (CEMP)) of planning permission PO/17/0680 – Condition Discharge Reply <a href="https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SQLDEHLNK6D00">https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SQLDEHLNK6D00</a> These were noted</li> </ul>
163/25	<p><b>To receive notification of TPO (TPO/25/1083) Land At 33 Greenway Lane, Fakenham, Norfolk, NR21 8DF</b></p> <p>Noted</p>

<b>164/25</b>	<b>To discuss 9 Norwich Street</b> Historic England will be visiting the site on the 24 <sup>th</sup> October
<b>165/25</b>	<b>To discuss Devolution and Local Government Reform</b> Nothing to discuss
<b>166/25</b>	<b>To receive any further items for the agenda</b> Nothing received
<b>167/25</b>	<b>To move that the Public &amp; Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</b> On the proposition of Cllr Bucknell seconded by Cllr Dutton. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.
<b>168/25</b>	<b>To confirm the minutes of the HR Subcommittee held on 11<sup>th</sup> September 2025</b> On the proposition of Cllr Harrison, seconded by Cllr Acheson, Cllrs Agreed that the Clerk have delegated authority to spend up to the insurance limit of £500 weekly as required on a contractor to cover a period of sickness leave. To be reviewed at the October Full Council.
<b>169/25</b>	<b>To discuss CCTV Provisions</b> <b>ACTION: Clerk to take forward CCTV provision requirements</b>
<b>170/25</b>	<b>To discuss options for relocating the grounds depot</b> On the proposition of Cllr Dutton, seconded by Cllr Glynn, Cllrs agreed that no further allotment plots on Grove Lane be let.
<b>171/25</b>	<b>To discuss transportation and infrastructure</b> Meeting held with NCC on the 8 <sup>th</sup> September.
<b>172/25</b>	<b>To discuss and agree the Flash Project Agreement to Lease and relevant documents (details to follow)</b> On the proposition of Cllr Glynn, seconded by Cllr Harrison Cllrs agreed that no further works to the field be carried out until the land is leased by NNDC. On the proposition of Cllrs Acheson, seconded by Cllr Glynn Cllrs agreed that upon appropriate solicitors' advice a final version of the Agreement to Lease and Lease would be sent via email to all and provided no major objections Cllrs Glynn & Cllr Dutton would have delegated authority to sign, witnessed by the Clerk.
<b>173/25</b>	<b>To move into open session</b> On the proposition of Cllr Bucknell seconded by Cllr Dutton RESOLVED the Meeting moves into Open Session
<b>174/25</b>	<b>To confirm the date &amp; Time of the next meetings:</b> <b>Allotments: Tuesday 7<sup>th</sup> October 2025 at 14:30</b> <b>Facilities &amp; Amenities: Tuesday 14<sup>th</sup> October 2025 at 18:00</b> <b>Governance &amp; Finance: Tuesday 21<sup>st</sup> October 2025 at 18:00</b> <b>Full Council: Wednesday 29<sup>th</sup> October 2025 at 18:00</b>

	There being no further business the meeting closed at 19:54  Confirmed this                      day of    2025  <b>CHAIR</b>
--	---