

**MINUTES of the FULL COUNCIL MEETING**  
**of FAKENHAM TOWN COUNCIL**  
**held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**  
**WEDNESDAY 27<sup>th</sup> AUGUST 2025 at 18:00**

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

District / County Councillors: NNDC District Cllr C Cushing, L Vickers

Speakers: Debi Haden and Claire Chapman, Community Outreach Officers North Norfolk District Council

Clerk: Lesley Meanley  
Deputy Clerk/RFO: K Lindsay  
Members of the Public: Two  
Press: None

Number	Agenda
108/25	<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  A question was raised from the Community Shed who are actively seeking a larger more suitable space as to whether any Cllrs were aware of any land or premises that may be suitable. Cllrs unaware of anywhere at this time but will keep it mind.  An elector raised a question regarding the state of the Morrisons roundabout and Smiths Lane roundabout via a Cllr. Advised to report through Norfolk County Councils Report a problem page. The office has reported previously.</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.  Reports received from District Cllrs Cushing and Vickers. Cllrs Vickers will add Oak Street to her reports to the police regarding speeding. Cllr Cushing is attempting to resolve the hedge running parallel to Thorpeland Road but receiving different versions of where responsibility lies.</p>
109/25	<p><b>To hear from Debi Haden and Claire Chapman, Community Outreach Officers, on Healthier Norfolk &amp; Community Outreach</b></p> <p>Claire Chapman – Community Outreach Officer NNDC – Previously known as Community Connectors. With four other members of the team dealing with the early intervention and prevention of homelessness. It's very light touch, community based in Fakenham, Holt &amp; Wells Next the Sea. Working alongside NNDC housing team dealing with issues or anything that makes them worry about paying the rent, mortgage bills. Also works in the community with organisations and groups like the Salvation Army and EP Youth, signposting and supporting.</p> <p>Debi Haden - Community Outreach Officer NNDC – Health &amp; Wellbeing support - Healthy model backed by NNDC as a legacy project as NNDC move into Devolution. Working already with Sheringham, North Walsham and Stalham and would like to bring to Fakenham. The model brings together local groups, organisations and strategic services to cater to the needs of a community with co-ordinated services as a benefit. NNDC would facilitate set up and map existing needs vs provision around themes such</p>

	as drugs and alcohol or mental health where there are provision gaps. It would need a lead – which in other locations is either District Cllrs or the Town Clerk. Will provide some guidance in writing for Cllrs to discuss.
<b>110/25</b>	<b>To consider for acceptance apologies for absence</b> Apologies received from Cllrs Fairbrother and Bucknell
<b>111/25</b>	<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> Cllr Acheson declared a pecuniary interest in Agenda item 125/25 Planning application PF/23/0671 and a non-pecuniary interest for planning application PF/25/1766 Cllr Hunter declared a pecuniary interest in agenda item 123/25 Cllr Duffy declared a pecuniary interest in agenda item 125/25 Planning application PF/23/0671
<b>112/25</b>	<b>To confirm the Full Council Minutes of the Meeting held on 30<sup>th</sup> July 2025</b> The minutes of the Full Council meeting held on the 30 <sup>th</sup> July 2025 were agreed on the proposition of Cllr Glynn and seconded by Cllr Hunter, AGREED by all and signed by the chair.
<b>113/25</b>	<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> Item 2/25 – Cllr Glynn has raised shoplifting and speeding with the police Item 88/25 – Cllr Glynn – the Love your Market Town Grant has been superseded by the Town Ambition Programme bid which is later in the agenda
<b>114/25</b>	<b>To receive the Mayor’s Announcements</b> None
<b>115/25</b>	<b>To receive any reports from Councillors who have attended Meetings outside the Council</b> Cllr Joslin attended Millennium Park over several days with the Clerk to speak to members of the public and a play company representative to discuss ideas and options with lots of positive feedback received. Cllr Glynn has met with police to discuss local issues, attended the Veterans Central SHQ VJ80 celebrations, discussed a Town Ambition Programme bid with NNDC and met with MP Jerome Mayhew at Trap Lane to promote the dementia café and homeless group running from the sports centre.
<b>116/25</b>	<b>To receive and note correspondence and comment upon any items for information and action</b> None
<b>117/25</b>	<b>To confirm the Minutes of the Facilities &amp; Amenities Committee held on:</b> <ul style="list-style-type: none"> <li><b>12<sup>th</sup> August 2025.</b></li> </ul> The minutes of the meeting held on 12 <sup>th</sup> August 2025 were moved for reception and adoption by Cllr Joslin seconded by Cllr Acheson and agreed by all.  <b>To note:</b> <b>65/25 FA To discuss a quotation for establishing FRGC’s Aldiss Park boundaries and land registration</b> A quotation has been received for £1200 net plus searches for legal services, plus Land registry fees. A land registry compliant survey is also required, quote received for £1050 net plus plans. The benefits to FRGC of establishing registration would be proof of ownership would make grant or funding approvals easier for any works to the park and woodland, plus clear boundaries assist with avoiding land disputes. All agreed to recommend to Full Council. On the proposition of Cllr Joslin, seconded by Cllr Acheson, 6 agreed, 1 abstained.

	<p><b>ACTION: Clerk to take forward</b></p> <p><b>67/25 FA To discuss the results of the 2025 Streetlight survey and consider a quotation for emergency works</b>  On the proposition of Cllr Joslin, seconded by Cllr Glynn all agreed to recommend to Full Council the urgent works on 7 columns quotation for £10,340 net to come from the General reserves and to trim back tree and shrub branches from 9 columns for £585 net from the Highways Verges budget.  Cllr Dutton requested that a quote for structural and electrical testing of streetlights be included for £4584 net. The above work should reduce this quote figure slightly. On the proposition of Cllr Joslin, seconded by Cllr Harrison all agreed.  <b>ACTION: Clerk to receive reduced quote and take forward</b></p>
118/25	<p><b>To confirm the Minutes of the Governance &amp; Finance Committee held on:</b></p> <ul style="list-style-type: none"> <li>• <b>19<sup>th</sup> August 2025.</b></li> </ul> <p>The minutes of the meeting held on 19<sup>th</sup> August 2025 were moved for reception and adoption by Cllr Dutton seconded by Cllr Harrison and agreed by all.</p> <p><b>To note and/or approve:</b></p> <p><b>48/25 GF To note the current Income and Expenditure Budget vs Actuals report</b>  Cllrs RESOLVED to approve for presentation and approval by Full Council.  Cllrs noted that event expenditure is over budget, but sponsorship has been received, recorded as Income in Miscellaneous Receipts. After due discussion and consideration Cllrs decided unexpected expenditure required for urgent streetlighting repairs as recommended to Full Council by the Facilities &amp; Amenities Committee meeting of the 12<sup>th</sup> August 2025, would be a legitimate use of the General Reserve. Any excess budget lines at year end, not specifically carried forward as an Earmarked Reserve, would go back to the General Reserve. On the proposition of Cllr Dutton, seconded by Cllr Harrison, agreed by all to use the General Reserve to fund urgent streetlight repairs. This was agreed by all.</p> <p><b>52/25 GF To receive and recommend to Full Council for approval the 2024-25 Connect Building Service Charge Year End Reconciliation Report and Adjustment Invoice £1,608.69</b>  All agreed to recommend to Full Council  On the proposition of Cllr Dutton, seconded by Cllr Joslin this payment was approved. Agreed by all.</p>
119/25	<p><b>To note and approve the recommendation of the Governance &amp; Finance Committee held on 22<sup>nd</sup> July 2025 deferred from 30<sup>th</sup> July 2025 Full Council</b></p> <p><b>31/25 GF To discuss the reallocation of Budget funds following issue of first quarterly Income and Expenditure Budget vs Actuals report</b>  Councillors discussed budget requirements and RESOLVED to meet the necessary expenditure by approving the following amendments and virement, and to recommend to Full Council a withdrawal from the relevant Earmarked Reserve:</p> <ul style="list-style-type: none"> <li>• <b>Cemetery Expenditure - £26,000 approx.</b></li> </ul>

	<p>£18,000 allocated in the current Cemetery budget. An additional £5,000 to be reallocated from the Cemetery brickwork budget (the brickwork project to be deferred and given a separate budget in 2026/27), and £3,000 to be vired from the underspend on the Allotment surveys.</p> <ul style="list-style-type: none"> <li>• <b>UTV - £18,000 approx.</b></li> </ul> <p><b>To be funded by £12,500 from the Machinery EMR</b> and £5,500 from the New Machinery budget line. Any underspend remaining on the New Machinery budget at the end of the financial year is to be reallocated to the Machinery EMR.</p> <ul style="list-style-type: none"> <li>• <b>Trees and Streetlights</b></li> </ul> <p>Costs are currently unknown and will be considered as they become available, with prioritisation as necessary.</p> <p>The above amendments and virement were on the proposition of Cllr Dutton, seconded by Cllr Glynn agreed by all.</p>
<b>120/25</b>	<p><b>Financial Matters –</b></p> <ul style="list-style-type: none"> <li>a) To receive and review July 2025 payments and receipts for Fakenham Town Council and Charter Market</li> <li>b) To receive and review July 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> <li>d) To receive and approve the July 2025 schedule of payments over £500 for display on the website</li> </ul> <p>All items were received and approved by all</p>
<b>121/25</b>	<p><b>To Receive the following applications for a grant from the Market Tolls:</b></p> <p>None received</p>
<b>122/25</b>	<p><b>To Agree Working Group members for the Strategic Plan 6-month review as agreed in Full Council March 2025 minute 326.</b> “Strategic Objectives plan 2025-2028, To recommend that a working group be establish in late summer to review the plan ahead of 2026/27 budget considerations starting in October 2025”</p> <p>Cllrs Harrison, Joslin, Dutton and Glynn volunteered.</p> <p><b>ACTION: Clerk to arrange a Strategic Plan 6 monthly review meeting</b></p>
<b>123/25</b>	<p><b>To discuss the costs involved with the proposal to offer a strip of land, without charge, to The Gallows and Fakenham Racecourse</b></p> <p><b>ACTION: Clerk to approach both parties to see if they would consider taking the land if FTC paid costs</b></p>
<b>124/25</b>	<p><b>To discuss a Heritage Trail proposal as part of the Town Ambition Programme bid</b></p> <p>NNDC are keen to include widening and refurbishment of the Heritage Trail as part of a Town Ambition Programme bid. Up to £10,000 is available with £2,500 match funded by businesses. The library board is currently in significantly bad shape with flaking paint and rusting decals. The Red Lion Court board could be moved to replace it</p> <p><b>ACTION: Clerk will ask the current supplier for costs associated with moving boards and full refurbishments.</b></p> <p>Other elements of the funding include Town centre banners and a promotional video.</p> <p><b>ACTION: Clerk to add to Facilities and Amenities agenda so each element can be discussed.</b></p>
<b>125/25</b>	<p><b>To consider applications for planning applications up to 19/08/2025</b></p> <ul style="list-style-type: none"> <li>• PF/25/1620 – Cllrs offered no objection, or comment</li> <li>• PF/25/1736 - Cllrs offered no objection, or comment</li> <li>• PF/25/1766 - Cllrs offered no objection, but asked that the NNDC Tree officer reviews the trees to ensure they have been and will be correctly trimmed.</li> </ul>

	<ul style="list-style-type: none"> <li>• PF/25/1442 - Cllrs offered no objection, or comment</li> <li>• PF/23/0671 - Cllrs offered no objection, or comment</li> <li>• PF/25/1660 – Cllrs offered no Objection but wanted clarity on the allotment boundary line.</li> </ul>
<b>126/25</b>	<b>To note comments on applications for planning applications as agreed by via Email:</b> <ul style="list-style-type: none"> <li>• PF/25/1459</li> <li>• PF/25/1413</li> </ul> <p>These were noted</p>
<b>127/25</b>	<b>To receive notice of decisions of the planning authority:</b> <ul style="list-style-type: none"> <li>• PF/22/0418 – Approved</li> <li>• PF/25/0863 – Approved</li> <li>• LA/25/0864 – Approved</li> <li>• ADV/25/1138 – Approved</li> </ul> <p>These were noted</p>
<b>128/25</b>	<b>To receive notification of TPO (TPO/25/1082) Land At 33 Greenway Lane, Fakenham, Norfolk, NR21 8DF</b> <p>Noted</p>
<b>129/25</b>	<b>To discuss Police attendance and report frequency</b> <p>Cllr Glynn attended a meeting with the police and County Cllr Tom FitzPatrick, District Cllrs Cushing and Vickers. The police advised they do not have the manpower to attend council meetings. Cllr Cushing is writing to the Police &amp; Crime Commissioner. Jerome Mayhew MP will raise if the Town Council are agreeable with the Chief Constable. All agreed to ask Jerome to raise.</p>
<b>130/25</b>	<b>To receive an update on 11 Norwich Street</b> <p>Noted</p>
<b>131/25</b>	<b>To discuss the Consultation on Main Modifications to the North Norfolk Local Plan</b> <p>Noted – no additional comments</p>
<b>132/25</b>	<b>To discuss Devolution and Local Government Reform</b> <p>Deferred until further information received.</p>
<b>133/25</b>	<b>To receive any further items for the agenda</b> <p>Nothing to add</p>
<b>134/25</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> <p>On the proposition of Cllr Joslin, seconded by Cllr Dutton. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public &amp; 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.</p>
<b>135/25</b>	<b>To note and approve the HR Subcommittee recommendations held on 22<sup>nd</sup> August 2025 – Minutes to follow separately</b> <p>05/25 HR - All Cllrs agreed the recommendation that the probationary period of a member of staff was confirmed with immediate effect.  10/25 – All agreed to advertise for a full-time estates team leader position to in part fill a current vacancy.</p>
<b>136/25</b>	<b>To discuss the land managed by the Hawk and Owl trust</b> <p>The Hawk &amp; Owl Trust are currently seeking a new Chair, discussions deferred until new Chair in place.</p>
<b>137/25</b>	<b>To discuss 9 Norwich Street</b> <p>Cllrs discussed 9 Norwich Street  <b>ACTION: Cllr Glynn will draft a letter to NNDC to be sent from the office</b></p>

	To be added to next Full Council agenda.
<b>138/25</b>	<b>To discuss the Flash Project</b> On the proposition of Cllr Dutton, seconded by Cllr Acheson, all Cllrs agreed that permanent boundary markers need to be in place at the East & West side and some form of boundary marker along the field. On the proposition of Cllr Rockett, seconded by Cllr Glynn to hold an Extraordinary Full Council meeting next week to agree and sign the lease if received from NNDC in time.
<b>139/25</b>	<b>To discuss all allotments and opens spaces associated with PA 4682 (PM/24/1946) - Approval of all reserved matters relating to Phase 1 of outline planning permission PO/17/0690 (residential development of up to 950 dwellings - as varied by planning permission RV/22/0855) comprising the landscape scheme, drainage attenuation and associated features on land east of the main access roundabout - Land North Of Rudham Stile Lane &amp; East Of Water Moor Lane, NR21 9QU</b> The current and future additional provision of allotments was discussed.
<b>140/25</b>	<b>To discuss transportation and infrastructure</b> <b>ACTION: Clerk to arrange dates with Norfolk County Council to discuss.</b>
<b>141/25</b>	<b>To move into open session</b> On the proposition of Cllr Joslin seconded by Cllr Dutton RESOLVED the Meeting moves into Open Session
<b>142/25</b>	<b>To confirm the date &amp; Time of the next meetings:</b> <b>Facilities &amp; Amenities: Tuesday 9<sup>th</sup> September 2025 at 18:00</b> <b>Governance &amp; Finance: Tuesday 16<sup>th</sup> September 2025 at 18:00</b> <b>Full Council: Wednesday 24<sup>th</sup> September 2025 at 18:00</b>

	There being no further business the meeting closed at 20:05
	Confirmed this                      day of                      2025
	<b>CHAIR</b>