MINUTES of the FULL COUNCIL MEETING

of FAKENHAM TOWN COUNCIL

held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM

WEDNESDAY 28TH OCTOBER 2026 at 18:00

Councillors: V Joslin, M Campbell, A Kemp, C Fairbrother, J Rockett, T Duffy & D Hunter

District / County Councillors: Cllr C Cushing / Cllr L Vickers /Cllr J Punchard / Cllr R Jamieson
Clerk: L Meanley
Deputy Clerk/RFO: K Lindsay
Members of the Public: Two
Press: None

Number	Agenda
	As the Chair and Deputy Chair were not present - On the proposition of Cllr Campbell, seconded by Cllr Kemp elected Cllr Fairbrother to chair the meeting
176/26	**To consider for acceptance apologies for absence** Apologies received from Cllrs A Glynn, (Chair), G Thorpe, M Dutton, P Bucknell, A Girton, L Harrison
177/26	**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** Cllr Joslin declared an interest in agenda item 184/26. Cllr Fairbrother declared an interest in agenda item 202/26.
178/26	**Open Forum for Public Participation** a)To receive a report from Fakenham Police No report received 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 No electors questions received c) 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&A only at the meeting. District Cllr reports were noted Cllr Jamieson asked for Town Council opinion on another crossing in Queens Road outside the school, he advised that Highways did not have enough data indicating issues to complete a feasibility study. Cllrs agreed that as there was already a crossing further down at one end and traffic lights at the other, with a speed bump slowing traffic near the school, without any other data there did not seem to be a requirement. Councillors requested that Cllr Jamieson fed back the need for the speed bump and road markings to be properly highlighted. Cllr Jamieson asked for opinion on a crossing outside the infant school on Norwich Road. **ACTION: Clerk to seek data from Highways & the police to inform a November discussion** Cllr Jamieson also updated on the overgrown roundabouts, to which Cllr Vickers added her support. It is hoped works to the cobbled road in Bridge Street Fakenham will be completed in December.
179/26	**To confirm the Full Council Minutes of the Meeting held on 30th September 2026** The minutes of the Full Council meeting held on the 30th September 2026 were agreed on the proposition of Cllr Joslin and seconded by Cllr Duffy, **AGREED** by all and signed by the chair

180/26	**To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update** Nothing was noted
181/26	**To receive any reports from Councillors who have attended Meetings outside the Council** Nothing was noted
182/26	**To receive and note correspondence and comment upon any items for information and action** The new community cash hub has opened in the community centre.
183/26	**To fill Town Councillor vacancies by co-option** No applications were received
184/26	**To confirm the Minutes of the Allotments Sub-Committee held on:** • **6th October 2026.** The minutes of the meeting held on 6th October 2026 were moved for reception and adoption by Cllr Hunter seconded by Cllr Fairbrother and **AGREED** by all.
185/26	**To confirm the Minutes of the Facilities & Amenities Committee held on:** • **13th October 2026.** The minutes of the meeting held on 13th October 2026 were moved for reception and adoption by Cllr Kemp seconded by Cllr Rockett and **AGREED** by all.
186/26	**To confirm the Minutes of the Governance & Finance Committee held on:** • **20th October 2026. To note and/or approve:** The minutes of the meeting held on 20th October 2026 were moved for reception and adoption by Cllr Joslin seconded by Cllr Rockett and **AGREED** by all. **41/26 GF** **To review and agree policies and risk assessments for update:** Policies/Risk Assessments for review • Members code of Conduct Cllrs reviewed the Members Code of Conduct Policy and RESOLVED to approve it for presentation and approval by Full Council Cllrs reviewed and agreed **42/26 GF** **To receive and review the second quarterly Income and Expenditure Budget vs Actuals report** Cllrs RESOLVED to recommend to Full Council approval of the following: • Use of £20,000 from the CCTV – System & Monitoring EMR to pay invoice BC110376524 for installation of the CCTV system. • Use of £4,919 from the War Memorial EMR against PO70 for the approved and ordered war memorial repairs. Cllrs Reviewed and agreed **43/26 GF** **To receive the RFO's report** 2. Cllrs RESOLVED to recommend to Full Council that Cllr Kemp be added as an additional signatory to the CCLA account. Cllrs Reviewed and agreed **52/26 GF** **To discuss and consider events costings** Cllrs agreed to recommend to Full Council that if staffing allowed for individual events, the council may be able to support with expertise/administrative assistance only, event ownership would always sit with the organisers. Cllrs reviewed and agreed. Cllr Campbell will advise all on details of Christmas Light switch on

	event details.
187/26	**Financial Matters** a) To receive and review September 2026 receipts and payments lists for Fakenham Town Council and Charter Market Cllrs reviewed and agreed b) To receive and review September 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements have been signed Cllrs reviewed and agreed c) To receive and review the second quarterly Income and Expenditure Budget vs Actuals report Cllrs reviewed and agreed d) To receive and approve the September 2026 schedule of payments over £500 for display on the website Cllrs reviewed and approved
188/26	**To review and agree the Procurement Policy** The procurement policy was reviewed and agreed on the proposition of Cllr Hunter, seconded by Cllr Joslin
189/26	**To discuss and confirm the financial priorities for the 2027-28 budget, as recommended by the Facilities & Amenities and Governance & Finance committees** Cllrs noted the current draft.
190/26	**To receive the following applications for a grant from the Market Tolls:** • **Wensum Dementia Café (amended application)** A market tolls grant of £150 was proposed by Cllr Joslin, seconded by Cllr Campbell and approved by all.
191/26	**To receive the Internal Controllers report** None
192/26	**To complete a 6 month review of the Strategic Objectives plan 2025-2028** This was reviewed and agreed by all.
193/26	**To discuss littering within Fakenham** The Clerk advised that because of a successful bid from NNDC Cllr Cushing's community fund, 15 hoops and 25 litter pickers had been purchased which would be available for local groups to borrow and would be advertised. The Great British Spring clean is the 12-28 March 2027
194/26	**To consider quotations for replacement of Mayoral Chains** On the proposition of Cllr Hunter, seconded by Cllr Joslin it was agreed to purchase the consort style at a cost of £927.95
195/26	**To discuss & agree quotations for works Creake Road Cemetery** Councillors noted the professional recommendation contained within the building survey that the existing ramped access to the toilet facilities should be replaced to meet current accessibility standards. The Clerk advised that undertaking the works would assist the Council in meeting current accessibility expectations and reduce the risk of challenge regarding access arrangements. Following discussion, Councillors resolved not to approve the expenditure required for the improvement works at this time and accepted responsibility for that decision.
196/26	**To discuss reducing the speed limit in Norwich Road from 40mph to 30mph** Councillors noted that, based on the data currently available, no clear evidence had been presented to justify the commissioning of a feasibility study and therefore resolved not to progress the matter further at this stage.

197/26	**To discuss Greenway Lane speeding concerns** Councillors reviewed the available evidence and resolved not to support the proposal, noting that the assessment did not demonstrate sufficient justification for further speed monitoring or a feasibility study at this time.
198/26	**To consider planning applications up to 22nd October 2026:** • **ADV/26/2056 -** Busseys & Sabberton , Enterprise Way, Fakenham, Norfolk, NR21 8SN - Display of internally illuminated freestanding panel advertisement https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TM2MQDLNIX900 **Response Deadline:** 02/11/2026 Cllrs had commented via email no objection, no comment
199/26	**To note comments on applications for planning applications as agreed via Email:** • **PF/26/1357-** The Workshop, Greenway Lane, Fakenham, Norfolk, NR21 8ET - Change of use from commercial workshop (upholstery repair service) to retail (charity shop) - retrospective https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TH6MRDLN03Y00 **Councillors Response**: No objection and no comments • **PM/26/2055-** Land North Of Rudham Stile Lane & East Of , Water Moor Lane, Fakenham, Norfolk, - Approval of all reserved matters relating to Phase 2A development works comprising highways, landscape, drainage attenuation and associated works, including temporary drainage works as required under application ref: PO/17/0860 (as varied by application ref: RV/22/0855) https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TM2MPXLNIX700 **Councillors Response**: No objection and no comments These were noted
200/26	**To receive notice of decisions of the planning authority and agree any further actions:** • **LA/26/1645-** Lancaster House , 44 Wells Road, Fakenham, Norfolk, NR21 9AA - Works associated with replacement of windows to ground floor living room and two upstairs bedrooms https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJ8CQOLNIDU00 Councillors' response: Councillors offered no objection and no comments. **Approved** • **PF/25/1660 -** Bridge Farm Workshop , Water Moor Lane, Fakenham, Norfolk, NR21 8JS - Erection of 3 No. dwellings, new vehicular access to Water Moor Lane https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T03W11LNM6C00 Councillors' response: Cllrs offered no Objection but wanted clarity on the allotment boundary line. **Approved** • **LA/25/2143 -** Barn Behind, 12 Wells Road, Fakenham - Proposed Conversion of Former Barn/Stables to a Residential Dwelling

	https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T36KRNLNMTS00 Councillors' response: Cllrs offered no objection, or comment **Approved** • **PF/25/1442 -** Barn Behind, 12 Wells Road, Fakenham - Proposed Conversion of Former Barn/Stables to a Residential Dwelling https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYPMJ9LNLW200 Councillors' response: Cllrs offered no objection, or comment **Approved** • **PU/26/1736-** 11A Norwich Street, Fakenham, Norfolk, NR21 9AF - Change from offices to residential use, including some minimal internal alterations https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJPFWYLNII500 Councillors' response: Councillors strongly objected to this planning application. Councillors considered the proposed shutters to not be in keeping or compliant with the conservation area. Councillors also noted that no evidence has been provided to demonstrate that reasonable attempts have been made to rent or let the premises. Councillors recommend that North Norfolk District Council (NNDC) consider enforcement action. **Prior Approval Given** • **LA/26/1583-** Prospect House, 21 Norwich Road, Fakenham, Norfolk, NR21 8AU - Replace bathroom window with like for like timber window with obscured glass https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TIVE1RLNIB300 Councillors' response: Cllrs offered no objection, or comment **Approved** These were noted. Cllrs expressed their disappointment that for **PU/26/1736-** 11A Norwich Street the fact that the building is attached to a listed building appears to have not been considered, the correct style of windows and doors should be installed and shuttering removed.
201/26	**To receive confirmation of Tree Protection Order TPO/26/1102 Land On The South Side Of, Greenway Lane, Fakenham, Norfolk, NR21 8ET** This was noted
202/26	**To discuss the FLASH project** Cllr Hunter reported that delays due to the Iran war and hot summer have pushed back the opening date to March 2027
203/26	**To receive any further items for the agenda** To discuss a Fakenham Town Council statement on High Street regeneration and local management.
204/26	**To move that the Public & Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960** On the proposition of Cllr Joslin seconded by Cllr Duffy. 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.
205/26	**To discuss Staffing matters** Governance & Finance made the following recommendations to Full Council in agenda item 51/26GF: An administrative role be increased to 27.5 hours pw from January 2027.

	A fixed term appointment to be made permanent at SCP5 A fixed term appointment be extended by 18 months On the proposition of Cllr Hunter, seconded by Cllr Joslin, agreed by all to agree the staffing recommendations.
206/26	**To discuss Proposed Improvements to Parking, Bus Facilities and Traffic Management** **ACTION: Clerk to respond with Councillor comments.**
207/26	**To receive an update on Staff accommodation progress** Nothing to report
208/26	**To discuss 9 Norwich Street** Nothing to report
209/26	**To move into open session** On the proposition of Cllr Joslin seconded by Cllr Fairbrother RESOLVED the Council move into Open Session.
210/26	**To confirm the date & time of the next meetings:** **Full Council: Wednesday 25th November 2026 at 18:00 & Governance & Finance 17th November 2026**

	There being no further business the meeting closed at 19:44 Confirmed this day of 2026 **CHAIR**