



Fakenham Town Council

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Full Council Meeting

Date: **Wednesday 30th July 2025**

Time: **18:00**

Location: **LOUNGE AREA, COMMUNITY CENTRE, OAK STREET, FAKENHAM**

Members are hereby summoned to attend the above meeting to discuss the following items. Please take a moment to review each agenda item carefully beforehand

Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), George Acheson, Penelope Bucknell, Mark Campbell, Tim Duffy, Martin Dutton, Carl Fairbrother, Lucy Harrison, David Hunter, Ali May-Hannam, Jim Rockett

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

24th July 2025

| Number | Agenda | Pack Page |
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| 73/25 | Open Forum for Public Participation a) To receive a report from Fakenham Police 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 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. | |
| 74/25 | 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 | |
| 75/25 | To hear from Steve Hems, Director of Service Delivery (Deputy Chief Executive), North Norfolk District Council | |
| 76/25 | To move into open session | |
| 77/25 | To consider for acceptance apologies for absence | |
| 78/25 | 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. | |

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| 79/25 | To confirm the Full Council Minutes of the Meeting held on 25 th June 2025 | 1-5 |
| 80/25 | To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update. | 6 |
| 81/25 | To receive the Mayor's Announcements | |
| 82/25 | To receive any reports from Councillors who have attended Meetings outside the Council | |
| 83/25 | To receive and note correspondence and comment upon any items for information and action. | 7 |
| 84/25 | <p>To confirm the Minutes of the Facilities & Amenities Committee held on:</p> <ul style="list-style-type: none"> 15th July 2025. To note: <p>Minute 28/25 FA To discuss and agree any required expenditure; • To approve Heritage Trail Plaque replacement – Peckover Cemetery for either £637 plus VAT or £434 plus VAT. All Cllrs agreed that they wanted to proceed with the replacement knowing the budget is already more than 10% overspent and monies have already been spent from the public spaces budget, A grant may be available. To be discussed at Full Council. ACTION: Clerk to seek a quote for a 2D replacement</p> <p>Minute 30/25 FA To discuss Millennium Park Options Cllr Acheson proposed, seconded by Cllr Campbell that a Basketball court be included. All agreed. After discussion Cllrs agreed that Layout 3 was a preferred option with a pump track and increased walking/running paths. ACTION: Clerk to liaise with relevant parties to establish sizes / timescales / costs etc Cllrs agreed that within the fenced children's play area to remove the brick areas containing bushes, to install accessible play equipment and older children's equipment ACTION: Clerk to liaise with Duke of Lancaster school and play equipment providers for proposals Grant funding etc will need to be sought for the majority of works.</p> <p>Minute 35/25 FA To discuss UTV Quotes and make a recommendation to Full Council 3 quotes were discussed, a quote for £17602.20 for a Kawasaki Mule Pro-DX be recommended to Full Council for purchase.</p> <p>Minute 42/25 FA To discuss and recommend to full council a quotation for extension of paths and roadway at Creake road Cemetery for £26,148.43 plus VAT All agreed to recommend to Full council</p> | <p>8-10</p> <p>11</p> <p>12-18</p> <p>19-34</p> <p>35</p> |
| 85/25 | <p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> 22nd July 2025. To note and approve: | 36-39 |

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| | <p>31/25 GF To discuss the reallocation of Budget funds following issue of first quarterly Income and Expenditure Budget vs Actuals report</p> <p>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"> • Cemetery Expenditure - £26,000 £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. • UTV - £18,000 To be funded by £12,500 from the Machinery EMR 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. • Trees and Streetlights Costs are currently unknown and will be considered as they become available, with prioritisation as necessary. <p>36/25 GF To receive and sign the Barclays mandate change form removing Martyn Benstead (Stephenson Smart - former RFO) and Natasha Southerland (former Councillor) as signatories from all accounts</p> <p>CLRs RESOLVED to approve and recommend to Full Council for signing, the mandate change form</p> | |
| 86/25 | <p>Financial Matters –</p> <ol style="list-style-type: none"> To receive and review June 2025 payments and receipts for Fakenham Town Council and Charter Market To receive and review June 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and note all bank statements and reconciliations have been confirmed and signed To receive and review the first quarterly Income and Expenditure Budget vs Actuals report To receive and approve the June 2025 schedule of payments over £500 for display on the website | |
| 87/25 | <p>To Receive the following applications for a grant from the Market Tolls:</p> <ul style="list-style-type: none"> • Fakenham Events Committee | 40-50 |
| 88/25 | To discuss and consider the Love your Market Town grant proposal | |
| 89/25 | <p>To seek additional committee members for:</p> <ol style="list-style-type: none"> Governance & Finance - 3 vacancies Facilities & Amenities - 2 Vacancies | |
| 90/25 | To Agree Working Group members for the Strategic Plan 6-month review as agreed in Full Council March 2025 minute 326. "Strategic Objectives plan 2025-2028, To recommend that a working group be establish in late summer | 51-63 |

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| | to review the plan ahead of 2026/27 budget considerations starting in October 2025" | |
| 91/25 | To discuss 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 & East Of Water Moor Lane, NR21 9QU | 64 |
| 92/25 | To consider applications for planning applications up to 23/07/2025 <ul style="list-style-type: none"> • PU/25/1152 • PF/25/1453 • ADV/25/1430 • PF/25/1443 | 65 |
| 93/25 | To note comments on applications for planning applications as agreed by via Email: <ul style="list-style-type: none"> • ADV/25/1138 • PF/22/0694 | |
| 94/25 | To receive notice of decisions of the planning authority: <ul style="list-style-type: none"> • PF/23/2524 • PO/21/3222 • PF/25/0289 • PF/24/2418 • CD/25/1116 • PF/23/1207 • EF/25/1060 • PF/23/0649 • PU/25/1090 | |
| 95/25 | To receive notification of TPO (TPO/25/1079) Land At 1 Fernbank Cottages, Church Lanes, Fakenham, Norfolk, NR21 9DD | 66-73 |
| 96/25 | To discuss the Flash Project | |
| 97/25 | To Discuss Advertising in Fakenham Town Football Club Match Day Program | 74 |
| 98/25 | To discuss the costs involved with the proposal to offer a strip of land, without charge, to The Gallows and Fakenham Racecourse | |
| 99/25 | To receive an update on Rail Services from Melton Constable Trust | 75-81 |
| 100/25 | To discuss a Fakenham Town Council response to the Future Norfolk survey | 82-98 |
| 101/25 | To discuss Devolution and Local Government Reform | |
| 102/25 | To receive any further items for the agenda | |
| 103/25 | 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 | |
| 104/25 | To discuss the Flash Project | |
| 105/25 | To discuss the land managed by the Hawk and Owl trust | 99-101 |
| 106/25 | To move into open session | |
| 107/25 | To confirm the date & Time of the next meetings: | |

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| | Facilities & Amenities: Tuesday 12th August 2025 at 18:00 Governance & Finance: Tuesday 19th August 2025 at 18:00 Full Council: Wednesday 27th August 2025 at 18:00 | |
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