



Minutes of the Meeting of the Town Council

held on Monday 8th November 2021

at 7.00pm in

The Town Hall, High Street, Stalham.

Present: Cllrs M Baker, N Baverstock, K Bayes, (chair), P Hanton, R Hood (part), M Lilley, M McGeary, M Taylor, S Toone.

Five members of the public were present including PC Tom Gibbs and District Councillor Pauline Grove-Jones.

Clerk: Sarah Hunt

103 To Elect Councillors to Office.

103.1 Cllr K Bayes was PROPOSED as Chair to the Council Cllr S Toone, seconded Cllr M Lilley and elected. Cllr Bayes signed an acceptance of office.

103.2 Cllr M Green was PROPOSED as Vice-Chair to the Council Cllr P Hanton, seconded Cllr S Toone, the Clerk confirmed that Cllr Green had indicated her acceptance in absence. Cllr Green elected.

104 Minutes.

The Full Council minutes dated 11th October 2021 were AGREED as a true and correct record and signed by the Chairman.

105 Apologies.

Apologies were taken and accepted from Cllr Gelinas and Cllr M Green – alternative commitment.

The meeting NOTED the resignation of Cllr P Eden. Cllr Eden was thanked by all colleagues present for her work as chair and councillor.

106 Co-Option.

106.1 Council currently has two vacancies approved for co-option and one vacancy going through due process. Rachel Hood was PROPOSED Cllr Toone, seconded Cllr McGeary and Co-opted to the Council.

3.2 Cllr Hood signed an Acceptance of Office form and joined the meeting.

106 Declaration of Interest.

Cllr M Baker reminded the meeting that she remains on the Town Hall Charity body – item 115.

107 To receive updates on matters not on the agenda.

107.1 Tree Works – R Bell. Scheduled to commence 15th November.

107.2 Planting of replacement burial trees (12 No.) scheduled to commence 29th November. Noted that three trees are being sponsored by a resident.

107.3 Brumstead Road streetlight. Still awaiting UKPN and Amey invoice.

107.4 Millfield – Rotor Spinner removal. Completed.

107.5 Minute archiving, deposited on 22nd October.

107.6 Skatepark Working Party. More riveting necessary. Rivets received. Date to be set.

- 107.7 No Dogs Sign – recreation field. Cllr Hanton to erect.
- 107.8 Defibrillator training. Tuesday 30th November – 2 groups of 6 people attending.
- 107.9 Unity Pay Card. In hand.
- 107.10 Land Registration – Burial Ground, Recreation Ground, Millside. Recreation Ground paperwork submitted to Clapham and Collinge. Other areas awaiting location of paperwork.
- 107.11 MTI Backpack distribution update. Cllr Baverstock to complete ready to be distributed with Ramps.
- 107.12 Cycle racks at Poppy Centre – no response from NNDC to date.
- 107.13 Bench donation – Street Events Committee. No action yet taken.

108 Public Participation and Reports.

- 108.1 County Councillor Nigel Dixon confirmed that the old First School buildings are being utilised in connection with 'The Junction' activities. There is scope for exploring how they may be used moving forwards. The County Council budget has created a serious challenge with a £40 million gap in the revenue budget. Significant restructuring is necessary with public consultation likely. The current proposals await a Central Government announcement on Local Government spending. Cllr Dixon reminded Councillors that he has a Highways budget and would welcome requests. £1,500 has already been committed to the feasibility study on the A149 Staithe crossing.
- 108.2 District Councillor Pauline Grove-Jones reported that NNDC Council tax is likely to be capped at 2% plus 1% for adult social care. Concern over Upper Staithe Road highways continues, with run off spoil blocking the road drains. These are all to be cleaned by the contractor at the end of the contract prior to the contract being signed off by North Norfolk District Council. Cllr Grove-Jones continues to work with all parties on the planning application North of Yarmouth Road to seek a sensible conclusion.
- 108.3 P C Tom Gibbs reported on the Safer Neighbourhood Priorities: Antisocial Behaviour including youths knocking on houses and running. Thanks have been expressed by young people in the town for the work on the skatepark. Visits into the local school continue to build relations. The local parking enforcement team are giving some attention to the A149 end of the Upper Staithe Road to check for reported obstructions.
- 108.4 The Council was addressed by two parishioners: The planning application North of Yarmouth Road is still of concern to local businesses who feel the industrial unit provision would have been of great benefit to the town. A second resident will be submitting an application shortly for a small development and will be attending the December meeting.

109 Town Planning

- 109.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.
- 109.1.1 EF/21/2666 – Stalham Football Club Rivers Park, Brumstead Road, Stalham, Norfolk, NR12 9BJ. Lawful development certificate for proposed siting of a portable and moveable storage container. No information to be submitted.
- 109.2 No decisions advised to the meeting.
- 109.3 PF/21/2021 – Land North East of Yarmouth Road, Stalham. A new residential development of 43 affordable houses comprising 22 affordable/shared ownership

houses and one block of 21 affordable flats, with associated landscaping, infrastructure and access. To receive response from Medcentre and North Norfolk District Council in response to request that they attend a public meeting in Stalham. To consider next actions. Note: A request has been sent to Anglian Water for details of all and any local issues. No response as yet from Anglian Water. It was AGREED that Cllr M Taylor represent the Town Council at committee when this is debated, PROPOSED Cllr Baverstock, seconded Cllr McGeary. A public meeting at the Town Hall continues to be considered.

109.4 Neighbourhood Plan.

109.4.1 To receive an update. Approximately 60 people attended the public meeting. An application has been made to locality for funding. 10/12 residents are keen to join a steering committee. The first meeting date has been set to agree Terms of Reference and look at the structure moving forwards.

109.5 S106. To note that the Town Council has requested a meeting with the Planning Team at NNDC to discuss possible future projects. The Clerk is compiling a list of suitable projects.

109.6 To note that a meeting is scheduled for the 12th November with NNDC Planning Officers, District and County Councillors plus two representatives from STC and the Assistant Clerk to discuss wider planning matters at Stalham.

110 **Correspondence and Communications.**

Email	J Forsyth	High Sheriff visit	Date to be agreed.
Email	Dr Bike	Visit of bike clinic to stalham - £250+	Not at present.

111 **Amenities Matters.**

111.1. Amenities Minutes from Monday 25th October 2021 were RECEIVED by the meeting.

Amenities Minutes from Monday 1st November 2021 were RECEIVED by the meeting.

111.2 Recommendations considered:

10.2.1 It was RESOLVED that the Council commission a feasibility study at a cost of £3,500 on the A149 crossing. This to be added to £1,500 from Cllr N Dixon. This to include Mill Road crossing.

10.2.2 It was RESOLVED that Council commission CDS to undertake a burial extension concept design at a cost of £2,450.00.

10.2.3 It was RESOLVED that the Pest Control quotation for the allotments be approved at a cost of £1,610.00 for the first year.

10.2.4 It was RESOLVED that 3 streetlights be replaced during 2022/23 – being the three of the remaining concrete posts on Yarmouth Road – at a cost of £5085.00.

111.3 It was RESOLVED to accept a quotation for necessary works following annual inspection by Cozens Streetlight Maintenance of £3,385.00 subject to agreement by Cllr P Hanton following an inspection of the faults reported. PROPOSED Cllr M Baker, seconded Cllr M Lilley.

111.4 To consider any quotations available for the removal of the Conifer trees in the Closed Churchyard. Not available to the meeting.

111.5 Suitable projects in 2022 for the community payback team. Next meeting.

111.6 Allotments are in hand to be cleared, two skips are necessary PROPOSED Cllr Toone, seconded Cllr Hanton. Those on the waiting list will be invited to join the clearing parties of volunteers. Tyres to be disposed of at a cost.

112 Financial.

- 112.1 RECEIVED Bank Reconciliation showing a cash book balance of:
- | | |
|------------|------------|
| Nationwide | £25,000.00 |
| Natwest | £62,556.44 |
| Unity | £22,534.45 |
- 112.2 It was RESOLVED to make Payments as presented. Proposed Cllr McGeary, seconded Cllr Taylor.
- 112.3 NOTED current signatories and changes AGREED
- Unity – currently M Lilley, P Eden, S Toone, K Bayes, C Gelinas REMOVE P Eden, add M Taylor.
- Natwest – currently M McGeary, P Eden, M Lilley, C Gelinas, S Thomas. REMOVE P Eden and S Thomas. Add M Taylor and R Hood.
- Nationwide – currently P Eden, M Lilley, C Gelinas, S Toone REMOVE P Eden, add M Taylor.

113 Highways Matters.

- 113.1 Noted that all unrecorded footpaths and bridleways created before 1949 cannot be recorded after 1st January 2026. It was AGREED to investigate the possibility of adding the footpath from the A149/Tesco/Bus Shelter across the car park to High Street next to the library.

114 Administrative Matters.

- 114.1 MTI Disability Ramps are now all ordered. Cllr N Baverstock reported that several recipients had agreed to be photographed, the intention will be to tie this up with delivery of the backpacks.
- 114.2 SNAP Meeting update. Cllr N Baverstock reported that the next SNAP meeting is 11th January at the Poppy Centre.
- 114.3 To note that the COVID Memorial plaque has been received. Cllr Hanton will be erecting on the outside of the Town Hall to the right hand side of the main door.
- 114.4 It was RESOLVED to move ahead with registering the Town Hall with the Land Registry. PROPOSED Cllr Baker, seconded Cllr Toone.

115. Town Hall

- 115.1 Public meeting on 23rd November 2021, 7pm. Town Hall. Anticipated hand back of building 8th December 2021.
- 115.2 Internet installation. To note that the Community Action Norfolk application was not received by CAN. Alternative funding sources being investigated. Noted.
- 115.3 Noted that the electricity meter needs adjusting. An electrician is being instructed to undertake the necessary work.
- 115.4 To note that there is £20,000 of S106 money available to be drawn down – NNDC have confirmed the internet installation and asbestos survey will be considered as suitable if worded correctly. The terms are: “The sum of twenty thousand pounds (£20,000) to be applied towards improving facilities at Statham Town Hall for use by local community groups.” It was PROPOSED Cllr Baverstock and seconded Cllr McGeary that S106 money be utilised for both.
- 115.5 To receive insurance quotation of £530.00/per annum. It was RESOLVED to agree the cost from 8th December of £243.34. PROPOSED Cllr Toone, seconded Cllr Taylor.
- 115.6 Quotations to be obtained for a building valuation report.

116. Matters for reporting or future agenda

Terms of reference to be reviewed for all committees.
Wildflowering of verges. Cllr Taylor.

117. Dates of next meetings:

Stalham Area Business Forum – 9th November 7pm ZOOM.
Finance – 26th November at 7pm, Poppy Centre.
Town Hall Public Meeting – 23rd November at 7pm. Town Hall.
NNDC Town and Parish Forum – 29th November.
Defibrillator Training – 30th November, Town Hall.
Trustees – 10th December, 7pm, Poppy Centre. (To be Public Meeting AGM).
Full Council – 13th December 7pm. Town Hall.

In accordance with the Public Bodies (admission to meetings) Act 1960 the chair of the meeting excluded the press and public during consideration of the following item due to the confidential nature.

118. Staithe Report.

A report was received by Council following receipt of the surveyor's report. Amis Piling are working with the Council to rectify all issues.
The Council to assist by obtaining road closures if necessary and able.
Ongoing surveyor's expenses were APPROVED.

119. Staffing.

- 119.1 .The Town Hall cleaner has agreed to commence employment for the Town Council from 6th December 2021. Contract to be issued.
- 119.2 A new computer to be purchased for the Assistant Clerk from Charity funds.
- 119.3 It was RESOLVED to offer the Assistant Clerk a permanent role on existing terms. PROPOSED Cllr Toone, seconded Cllr Baker.
- 119.4 It was AGREED that Finance should look at budgeting for an additional 5 hours per week for the Clerk.

The meeting closed a 9.03pm.

		nett	VAT	Total
Refund	Allotment deposit refund	£25.00		£25.00
Tracey Woolsey	refund - rivets (skatepark)	£21.78		£21.78
Tracey Woolsey	sheet metal	£30.00	£6.00	£36.00
ray woolston	A board lettering	£30.00		£30.00
ray woolston	millside signs	£60.00		£60.00
stalham DIY	extension lead (town hall)	£9.96	£1.99	£11.95
stalham DIY	Batteries/cleaning T Hall	£6.88	£1.37	£8.25
Refund	Allotment overpayment Recreation Field 3	£25.30		£25.30
Garden Guardian	months	£1,110.21	£222.04	£1,332.25
Wicksteed	Rec Field repairs	£2,648.29	£529.66	£3,177.95
wicksteed	bearing	£103.45	£20.69	£124.14
c t baker	rocksalt	£57.76	£11.55	£69.31
Bure Valley Conservation G	Pond works	£175.00		£175.00
Clapham & Collinge	legal - poppy centre	£1,440.50	£286.90	£1,727.40
eon	Town Hall	£72.65	£3.63	£76.28
community heartbeat	replacement pads	£46.00	£9.20	£55.20
Viking Stationery	stationery/safety gear	£99.60	£19.92	£119.52
Viking Stationery	stationery	£41.38	£8.28	£49.66
Robertsons mole control	burial ground	£70.00		£70.00
Brian Wilkins	Staithe Report	£600.00		£600.00
Norfolk alc	Finance for councillors	£30.00	£6.00	£36.00
Caldersigns	Hi Viz Vests	£125.00	£25.00	£150.00
vodafone	Town Council phone	£23.61	£4.72	£28.33
Gallagher insurance	poppy centre add.	£198.65		£198.65
Lolly Dawson	expenses	£95.14	£10.82	£105.96
sarah hunt	expenses	£238.79	£44.76	£283.55
Salaries	November	£4,077.91		£4,077.91
Mr Overton	allotment rental	£200.00		£200.00
firehouse museum	MTI final payment	£335.56		£335.56
eon	streetlights november	£358.22	£71.64	£429.86
			£1,284.1	
		£12,356.64	7	£13,640.81

Lolly Dawson refund for expenses

Makro	Refreshments	£85.14	£8.82	£93.96
Dunelm	kettle	£10.00	£2.00	£12.00
		£95.14	£10.82	£105.96

Sarah Hunt refund for expenses

Amazon	Rivetts	£63.24	£12.65	£75.89
zoom	annual membership	£119.90	£23.98	£143.88
amazon	Cable	£31.65	£3.33	£34.98
amazon	stencil kit	£24.00	£4.80	£28.80
		£238.79	£44.76	£283.55