



**Minutes of the Meeting of the Town Council** held on Monday 13<sup>th</sup> December 2021 at 7.00pm in The Town Hall, High Street, Stalham.

Present: Cllrs K Bayes (Chair), C Gelinas, M Green, P Hanton, M Lilley, M McGeary, M Taylor, S Toone.

Members of the public: 5

**120. Minutes.**

The minutes of the Full Council minutes dated 8<sup>th</sup> November 2021 were agreed as a true and correct record of the meeting and signed by the Chair. PROPOSED Cllr M McGeary, seconded Cllr M Taylor.

**121. Apologies.**

The resignations of M Baker & N Baverstock were noted.

To consider and approve apologies for absence.

Cllr R Hood - illness

It was NOTED that the Council is able to co-opt for two of the four current vacancies.

**122. Declaration of Interest.**

None.

**123. Updates on matters not on the agenda were RECEIVED.**

- 123.1. Tree Work. The majority of the works are now completed. Final four trees being addressed prior to annual tree survey taking place (see 8.6).
- 123.2. Planting of replacement burial trees (12) completed.
- 123.3. Brumstead Road streetlight. Claim submitted.
- 123.4. Skatepark Working Party. More riveting necessary. Cllr P Hanton
- 123.5. No Dogs Sign – recreation field. Erected.
- 123.6. Unity Pay Card. Application submitted to Unity Bank.
- 123.7. Land Registration – Burial Ground, Recreation Ground, Millside. All deeds now located. Recreation ground paperwork with Clapham and Collinge.
- 123.8. Cycle racks at Poppy Centre. No agreement from NNDC as yet. Other sites still called for. Museum of the Broads would like to be put forward.
- 123.9. Burial Ground extension – CDS have been instructed.
- 123.10. Highways feasibility Study A149 – this has been commissioned. Site visit to be scheduled.
- 123.11. Allotment Pest Controller – traps laid w/c 29<sup>th</sup> November 2021.
- 123.12. Annual Streetlight inspection – works have been instructed.
- 123.13. Noted that the Town Hall was handed over on the 8<sup>th</sup> December 2021.
- 123.14. Town Hall electricity card meter has been adjusted – cards now £3.00 in value.
- 123.15. Lolly Dawson has completed the Play Area Inspection Course.

**124. Public Participation and Reports.**

- 124.1. Councillor Nigel Dixon addressed the Council regarding Upper Staithe Road, McCarthy & Stone is completed and reported the site has been handed over. No adoption from highways until problems along the road have been sorted due to objections. Two planning applications; medicentre, concerns are around highways and environmental issue. Commercial development; there is no doubt that the weight of the argument is in proving the local need for commercial need. NNDC has enquiries from

other companies outside of area wanting to come in, although it is hard to access this information immediately. District Councillors Pauline Grove-Jones is unable to attend. Matthew Taylor present as a Town Councillor.

- 124.2. Police, Tom Gibbs attended, the Police are maintaining a high profile within the town. There is currently a 'Streetsafe' initiative where residents can report any concerns online and this will enable the local police to target areas where residents feel unsafe.
- 124.3. Members of the public.  
A Member of public addressed the Council regarding the application on Yarmouth Road.  
An allotment tenant addressed the meeting over the recent increase in allotment rent.

## 125. Town Planning

- 125.1. To consider consultee response to applications received **from North Norfolk District Council and the Broads Authority.**
- 125.1.1. ADV/21/3109 – 1 Homestead Place, Staithe Gardens, Stalham, NR12 9FZ. Display of non-illuminated advertisement comprising individual letters located above the entrance showing the name of the development. Agreed to respond with NO OBJECTION.
- 125.2. Planning decisions taken by North Norfolk District Council and the Broads Authority were RECEIVED.
- 125.2.1. BA/2021/0233/FUL – Land to the rear of Staithe Cottages, The Staithe, Stalham. Three bedroom detached bungalow. APPROVED.
- 125.2.2. PO/21/2534 – Conifers, Yarmouth Road, Stalham, NR12 9PQ. Two single storey detached dwellings with access road (outline with all matters reserved). WITHDRAWN.
- 125.3. 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. Note: Anglian Water have responded and need a more specific request – Cllr M Taylor.
- 125.4. The plans are to be made available to the public on Thursday 16<sup>th</sup> 10 – 12pm and also Saturday 18<sup>th</sup> from 10am – 1pm.
- 125.5. Neighbourhood Plan.
- 125.5.1. To receive an update. Cllrs Bayes/Taylor/Toone.  
First Steering Group meeting Thursday 9<sup>th</sup>, 9 non-councillors are part of the Steering Group, appointed a Chair and Vice Chair. The Consultant attended and a Terms of Reference was drafted. The group has received a project plan. It will take between 18 months to two years to complete. It is a very strong steering group and was a positive meeting.
- 125.6. S106. NOTED that the Town Council has requested a meeting with the Planning Team at NNDC to discuss possible future projects. To consider any possible projects. This has been followed up by District Cllr M Taylor. Still no meeting scheduled.
- 125.7. A meeting took place on the 12<sup>th</sup> 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. This was very useful for members of the Town Council. The meeting expressed thanks to County Cllr Dixon for organising.

**126. Correspondence and Communications were NOTED.**

Email	Parishioner	Allotment rental increase	Noted.
Email	Broads Auth.	Marketing and Viability Guide adopted	Noted.
Email	Norfolk Co Co	Budget consultation	Noted.
Email	Broads Auth.	Settlement Survey	No response to be sent.

**127. Amenities Matters.**

- 127.1. NOTED that the Community Payback team is not available for 2022.
- 127.2. Three quotations for removal of Conifers in closed churchyard on Brumstead Road/Campingfield Lane were received. The S. Pegg quote of £680.00 was PROPOSED Cllr S Toone, seconded Cllr M Green
- 127.3. It was AGREED to allow dogs onto the allotments subject to dogs are kept on the lead, under control and within the tenants' plot. Tenant holders dogs only. PROPOSED Cllr S Toone, seconded Cllr K Bayes.
- 127.4. Parking in Churchyard to be considered at a future meeting. Cllr K Bayes to have an informal discussion.
- 127.5. Ditch Clearance – Picnic Area, Staithe. Ongoing Investigation to who is responsible. S Hunt.
- 127.6. The Target Trees quotation for annual routine tree inspection was approved. PROPOSED Cllr S Toone, seconded Cllr P Hanton.

**128. Financial**

- 128.1. A Bank Reconciliation was not received. To be circulated after the meeting.
- 128.2. The payments list was AGREED, the Target Trees invoice to be paid subject to the two trees being moved to the correct position and question whether staking is required. PROPOSED S Toone, seconded P Hanton.
- 128.3. The Finance meeting minutes from 22<sup>nd</sup> November were RECEIVED.
- 128.4. To consider any recommendations from the above meeting.
  - 128.4.1. It was RESOLVED that the recommendation be taken to full Council to employ consultant at a cost of £500 for a two hour session for both the Clerk and Assistant clerk to provide specific guidelines. This item was reviewed following receipt of quotation – charge now £300 for a two hour session and £300 for a bespoke report giving guidance moving forwards. This quote was APPROVED, PROPOSED Cllr S Toone, seconded Cllr C Gelinias.
- 128.5. To consider any recommendations from the above meeting.
  - 128.5.1. It was RESOLVED to recommend the purchase of the mid-range computer Intelli3 at £525.00. It was RESOLVED to pay £220/per computer to buy the necessary software outright. This has been ordered and paid through the Charity as previously agreed.
  - 128.5.2. It was RESOLVED to recommend that the Council add an additional company to the current Alpha Accounts package – 2 hours at £50/hour plus an additional £48/year maintenance charge. AGREED, PROPOSED Cllr M Baker, seconded Cllr M McGeary.
- 128.6. The precept recommendation of £175,000 for 2022/23 was AGREED. PROPOSED Cllr M McGeary, seconded Cllr C Gelinias. It was also RESOLVED use two separate accounts for the receipt of the precept if possible. PROPOSED Cllr M McGeary, seconded Cllr C Gelinias.

- 128.7. It was AGREED to donate £50.00 to North Norfolk Community Transport. PROPOSED Cllr M Lilley, seconded Cllr M Baker.
- 128.8. It was AGREED to purchase a gift from the Council for the Millside volunteer & the Recreation Ground Volunteer, £30 per volunteer, at Clerks discretion. PROPOSED M Baker, seconded M Lilley
- 128.9. To review Finance Committee Membership. Current members are K Bayes (chair), Cllr M Green, Cllr M Lilley, Cllr S Toone. It was AGREED to reconsider all committee memberships and current structure of committees.
- 128.10. It was AGREED that the Chair/Clerk can transfer funds as necessary to the Unity Account as required.
- 128.11. It was AGREED to donate £50.00 to Broadland First Responders following the CPR Training evening. PROPOSED Cllr S Toone, seconded M McGeary.

### **129 Highways Matters.**

- 129.4 Registration of Public right of way – It was AGREED for Cllrs K Bayes & Cllr P Hanton to support Clerk with this work.
- 129.5 Wild flowering of Verges, increase biodiversity and make a difference to climate change, suitable locations are available within Stalham. Cllr M Taylor. Next meeting.
- 129.6 Taking on of grass-cutting – roadside verges. Meeting with Highways requested. Cllr P Hanton and the Clerk are establishing exactly which verges are included in the devolution.
- 129.7 A quotation of £2584.00 + VAT for the grass-cutting at the Recreation Ground for 2022 was AGREED, PROPOSED Cllr C Gelinias, seconded Cllr M Taylor.
- 129.8 Siting of a bench under the sycamore outside the School on the junction of Ingham and Brumstead Road. Next meeting.
- 129.9 A report was received on the SAM2 data. Cllr S Toone to present in detail at next meeting.
- 129.10 Highways 50/50 funding. NOTED that no grant has been applied for 2022/23.

### **130 Administrative Matters**

- 130.1 MTI Disability Ramps – One ramp and associated hardware has been returned as it is not required. This has involved a cost for the return.
- 130.2 MTI Disability Ramps - K Bayes & M McGeary to present to businesses. Date to be agreed with Clerk.
- 130.3 Allotments: The working party has taken place and allotments have been cleared of rubbish. Spraying and cultivating remains outstanding. Several plots are now re-let. One full plot and three half plots remain unoccupied. L Dawson.
- 130.4 To consider the installation of a picnic bench with disabled access on the green triangle at the Staithe. Need to prioritise registering the land. AGREED to source quotes for a bench, Cllr M Lilley, Cllr M Green.
- 130.5 It was AGREED to move the Annual Town meeting from April 4<sup>th</sup> to Tuesday 19<sup>th</sup> 2022.
- 130.1 To agree that Cllr Hood attend ‘Being an Effective Councillor’ training with Norfolk alc, 18<sup>th</sup> and 20<sup>th</sup> January at a cost of £60.00. AGREED Cllr S Toone, seconded Cllr P Hanton
- 130.2 The meeting considered any events/distribution of items/flag purchasing to commemorate Her Majesty’s Platinum Jubilee on 2<sup>nd</sup> – 5<sup>th</sup> June. To take to the trustees of the recreation ground and support their events.
- 130.3 The visit of High Sheriff of Norfolk, Mr Michael Gurney on 18<sup>th</sup> January 2022 was NOTED.

- 130.4 Stalham Town Trail website – It was AGREED to renew and bring across to Broadland Computers Ltd.
- 130.5 Backpacks – to confirm these have not yet been collected.
- 130.6 Model letter from NALC to be sent to Duncan Baker MP to support remote meeting legislation, AGREED to send. PROPOSED Cllr C Gelinias, seconded Cllr P Hanton.
- 130.7 It was AGREED to reschedule the Amenities Committee from 27<sup>th</sup> December 2021 to 12<sup>th</sup> January 2022.

### **131 Town Hall**

- 131.1 Internet/phone Installation – update. Clerk still actioning.
- 131.2 Insurance –£27,500 contents value was AGREED as sufficient.
- 131.3 Building Valuation report – to receive and consider quotations. Next meeting.
- 131.4 Noted that Keyholders are: Cllrs K Bayes, Cllr P Hanton, Cllr S Toone.
- 131.5 To receive notification of current hirers, review and agree charges. Currently only Slimming World on a Wednesday. It was AGREED to keep charges at £7.00 per hour plus electricity.
- 131.6 Heating. Alternatives being sought.

### **132 Stalham Charities.**

- 132.1 It was agreed to consider supporting the charities. More information to be brought to January meeting. Cllr M Taylor.

### **133 Neighbourhood Plan**

- 133.1 A report from first Steering Committee Meeting was made by Cllr Bayes. The first meeting has taken place and the second one scheduled. The core steering group has been created and a chairman elected – the grant for this financial year has been approved.
- 133.2 The Terms of Reference were AGREED as presented.

### **134 Norfolk's Onshore Cable Projects.**

- 134.1 Communications received. It was AGREED not to respond/take further actions.

### **135 Matters for reporting or future agenda**

- 135.1 Terms of reference to be reviewed for all committees.

### **136 Dates of next meetings:**

- Amenities Committee – 12<sup>th</sup> January 2022 7pm. Town Hall.
- Full Council – 10<sup>th</sup> January 2022, 7pm. Town Hall.
- SNAP meeting – Tuesday 11<sup>th</sup> January. Poppy Centre.
- Trustees meeting – Monday 24<sup>th</sup> January. Poppy Centre.
- Events Committee (Trustees) – 7<sup>th</sup> January 7pm. Poppy Centre

It was RESOLVED in accordance with the Public Bodies (admission to meetings) Act 1960 to exclude the press and public during consideration of the following item due to the confidential nature. AGREED, PROPOSED Cllr K Bayes, seconded Cllr S Toone.

### **137 Staffing.**

- 137.1 To receive and agree recommendation from Finance Committee re; Town Clerk hours. It was AGREED Cllr S Toone, seconded Cllr M Green. 32 hours from



- 137.2 1.12.2021. Assistant Clerk additional 20 hours for December PROPOSED Cllr M Taylor, seconded Cllr M Green.
- 137.3 Clerks Appraisal. To confirm this is scheduled. Cllr K Bayes & Cllr M Green to attend.
- 137.4 To delegate to Cllrs Bayes/Green/Toone the authority to agree the Town Hall Cleaning contract of employment. AGREED to delegate.
- 137.5 It was AGREED for staff holidays to go ahead as requested, Assistant Clerk to claim any additional hours when Town Clerk is on annual leave.

Meeting Closed: 20:38.



Payments December 2021		nett	VAT	Total
Amey L G Limited	Brumstead Road column	£1,705.60	£341.12	£2,046.72
c t baker	soil pipe bracket	£9.10	£1.82	£10.92
R Bell UK	Tree works various	£3,700.00	£740.00	£4,440.00
B H I B	Add TownHall	£243.34		£243.34
CAN	Playground course - L Dawson	£40.00		£40.00
CGM	Bracken spraying	£15.00	£3.00	£18.00
Cozens	monthly maintenance/october	£225.00	£45.00	£270.00
Plotholder 12	refund water key money	£5.00		£5.00
Plotholder 19	refund water key money	£5.00		£5.00
eon	streetlights december	£346.66	£69.33	£415.99
eon	town hall oct	£57.02	£2.85	£59.87
eon	town hall nov	£110.90	£5.54	£116.44
plotholder 23	refund of deposit	£25.00		£25.00
s pegg	pond cuttings clearance	£130.00		£130.00
platten pest control	allotment bait stations	£840.00	£168.00	£1,008.00
target trees	Tree planting (12)	£1,916.67	£383.33	£2,300.00
George Taylor	Welcome sign info board erection	£48.00		£48.00
viking stationery	first aid kit etc town hall	£56.71	£11.34	£68.05
wave	town hall	£48.53		£48.53
Lolly Dawson	expenses	£6.67	£1.33	£8.00
sarah hunt	expenses	£104.39	£5.74	£110.13
Salaries	salary - december - plus 20 hours	£5,100.42		£5,100.42
		<b>£14,739.01</b>	<b>£1,778.40</b>	<b>£16,517.41</b>

Lolly Dawson expenses

havers tyres	£6.67	£1.33	£8.00
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Sarah Hunt expenses

meales plant/milk	£29.39	£5.74	£35.13
town hall flowers	£50.00		£50.00
poppy wreath	£25.00		£25.00
			£0.00
			£0.00
	<b>£104.39</b>	<b>£5.74</b>	<b>£110.13</b>