

# STALHAM TOWN COUNCIL

MINUTES OF THE MEETING held on Monday December 14<sup>th</sup> 2020 at 7.30pm via the Zoom application.

Present: Cllrs M Baker, N Baverstock (part), K Bayes, P Eden (chair), M Green, P Hanton, M Lilley, R McWilliams, H Morgan, S Thomas, S Toone, G Wilson.

Clerk: Sarah Hunt.

County Councillor Nigel Dixon and District Councillor Marion Millership were in attendance.

## 399. Minutes.

The Full Council minutes of 9<sup>th</sup> November 2020 were AGREED as a true and correct record and will be signed by the Chair in due course.

## 400. Apologies.

Apologies were received and accepted from Cllr C Gelinias – unable to attend.

## 401. Updates on matters not on the agenda NOTED.

401.1 Confirmed that the Town Clerk Contract of Employment has been signed.

401.2 Banking update – see item under Finance.

401.3 Allotment Site Noticeboard – received.

401.4 Parish Partnership Application – submitted.

401.5 New Cemetery Gate. Faculty Application submitted.

401.6 Confirmed that Catherine Moore has been appointed as internal auditor for 2020/21.

401.7 That the mobile phone has been purchased, the new Parish Council number is 07881638145.

401.8 Confirmed that the printer/copier has been moved.

## 402. Declaration of Interest.

Town Hall Management Committee: Mrs Baker, Mrs Eden and Mr. McWilliams.

Cllr P Eden – allotment holder.

Mike Lilley – 6.1.1.

## 403. Public Participation and Reports.

403.1 County Councillor Nigel Dixon reported that a number of Highways matters were raised and awaiting action. No date is yet available for the drain clearance in the Staithe area. Cllr Dixon was thanked by Councillors for his support in these Highways matters.

403.2 District Councillor Pauline Grove-Jones – apologies received.

Cllr N Baverstock joined the meeting.

403.3 District Councillor Marion Millership reported that there was no update yet on the Community Fridge. Good work locally was being done by a group called Stalham'd By The Bell Village Support. This group not only delivers food produce, but also provides accountancy support through a volunteer.

403.4 Police report circulated.

## 404 Town Planning

**404.1** To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.

404.1.1 BA/2020/0451/TCAA. Mallards Meadow, The Staithe, NR12 9DA. T1: Willow – Pollard back to main stem. No Objection.

404.1.2 BA/2020/0405/FUL. Plot 24 Long Dyke, Wayford Bridge, NR12 9LH. Replacing boardwalk, quayheading and outbuilding and enlarging parking area. PROPOSED Cllr McWilliams seconded Cllr Hanton that no comment be made.

**404.2** RECEIVED notification of Planning decisions taken by North Norfolk District Council and the Broads Authority

**404.2.1** BA/2020/0372/TCAA. Pond House, The Staithe, NR12 9BY. T1: Oak – re-pollard. T2: Ash – remove. T3: Douglas Fir – remove. T4: Ash – re-pollard. No objection to works.

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### 405 Correspondence & Consultations.

Email	NNDC	Two Free Parking Days – 4/1 to 31/3	to Stalham Business Forum.
Email	Broads Auth	To seek nominations for an independent person.	Noted
Email	NNDC	Local Planning Policy update	Noted
Email	Census 21	Notification of Census day March 21 <sup>st</sup> 2021	Noted

### 406 Leisure Committee

8.1 RECEIVED the minutes of meeting held on Monday 23<sup>rd</sup> November 2020.

8.2 The following recommendations were AGREED:

That Council RESOLVED to erect two No. Memorial benches at the recreation ground.

That Council RESOLVED to install an information board at the recreation ground.

That Council RESOLVED to spray weeded area alongside edge of car park at a cost of £30.00.

To NOTE urgent tree works undertaken as report.

That Council RESOLVED to seek legal advice to draft a lease for the Youth Club.

That Council RESOLVED to issue the Football Lease as existing.

To NOTE that the drainage in the Dyke area of the Staithe behind the picnic area is under investigation.

### 407 Town Hall

407.1 Report and update – Cllr M Baker reported to the meeting works that had been undertaken over the last five years totalling over £120,000. Thanks were extended to the Trustees for their hard work.

407.2 The Clerk CONFIRMED that the insurance cover currently remained with the Trustees and was adequate. Price to be obtained for when the building is returned to the Council.

407.3 It was RESOLVED to pay £6,000 towards repointing PROPOSED Cllr Bavistock, seconded Cllr Lilley.

### 408 Market Towns Initiative.

408.1 CONFIRMED the Jan Mark information board has been installed outside the library. NOTED that permission for the £230 for planning which is not needed has been permitted to be used against the increased cost of the board.

408.2 Firehouse museum items – backpacks and website. Cllr Baverstock is awaiting information before ordering the backpacks. The invoices for letterheads and window stickers should be available before the next meeting. The website is nearly done. The children's fire safety book and updated leaflets are being addressed. Cllr Baverstock to contact the Clerk and both to progress.

### 409 Stalham Staithe

The registration of the land outside Staithe House is awaiting a response from the Charity Commission.

### 410 Financial.

410.1 Bank reconciliation RECEIVED.

Current Account Balance:	55966.98
Uncashed cheque	20.00
Adjusted balance	55946.98

410.2 RESOLVED to approve payments and notification of income RECEIVED.

410.3 NOTED the minutes from Finance Committee meeting Monday 30<sup>th</sup> November.

410.4 Recommendations RESOLVED, PROPOSED Cllr Lilley, seconded Cllr Hanton:

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RESOLVED to open an account with Unity Bank. Clerk to keep under £100,000/per annum to reduce bank fees. Signatories to be Cllrs Eden, Gelinias, Lilley and McWilliams.

410.5 RESOLVED to set the precept figure of £101,490.00 for 2020/21.

410.6 RESOLVED to make a donation to North Norfolk Community Transport for the sum of £50.00. PROPOSED Cllr McWilliams, seconded Cllr Baker.

410.7 RESOLVED to approve a replacement solar dial timeclock for the floodlight attached to the streetlight at the church (High Street). £175.00. PROPOSED Cllr McWilliams, seconded Cllr Hanton.

### 411 Training Request

411.5 RESOLVED that Cllr Morgan attend new Councillors training in January 2021 cost £60. PROPOSED Cllr Hanton, seconded Cllr McWilliams.

411.6 RESOLVED that Cllr Toone attend a GDPR Essentials Training Course Wed 27<sup>th</sup> January cost £40. PROPOSED Cllr Hanton, seconded Cllr McWilliams.

### 412 Clerk's report

412.5 Noted that the Clerk attended the last Stalham Area Business Forum.

412.6 AGREED that the Clerk continue to attend these meetings.

412.7 NOTED that a cut has taken place at the recreation field at a cost of £70.00 to enable football to be played as the grass was long.

412.8 Tree works/clearance at Burial Ground. NOTED that this should be completed by 18<sup>th</sup> December 2020. To consider replacement trees – Oaks and Sweet Chestnuts not available until September 2021. RESOLVED to accept Target Trees recommendation that all planting take place in Autumn 2021. PROPOSED Cllr Lilley, seconded Cllr Bayes.

412.9 Noted the next Highways ranger visit is scheduled 28<sup>th</sup> December 2020. Please pass any concerns to Town Clerk for reporting.

### 413 Allotments.

RESOLVED to offer plot No. 4 one year rent free into use. PROPOSED Cllr Toone, seconded Cllr Bayes.

### 414 Matters for reporting or future agenda. Please pass to Clerk.

### 415 Dates of next meetings:

General Purpose Meeting 28<sup>th</sup> December 2020.

Full Council Meeting 11<sup>th</sup> January 2021.

The meeting closed at 8.13pm.

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## Payments as 12.2

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/12/2020	Salaries	Various	6120.18		Salary costs.
14/12/2020	Stalham DIY and Hardware	0011555	24.01		Stalham DIY and Hardware
14/12/2020	George Taylor	001556	140.00		bench and sleepers at Rec.
14/12/2020	George Taylor	001557	70.00		Installation of Jan Mark Board
14/12/2020	North Norfolk District Council	001558	1,931.70		bin collections 2020-21
14/12/2020	Garden Guardian	001559	2,760.58		Grass cutting 2020
14/12/2020	E.on	001560	422.77		Streetlight electricity Nov
14/12/2020	Netbox Digital	001562	192.00		to move photocopier
14/12/2020	The CGM Group ( East Anglia) L	001563	519.84		Grounds maintenance Nov
14/12/2020	CT Baker Ltd	00564	2.40		Links and padlocks
14/12/2020	Society of Local Council Clerk	001564	202.00		Membership S Hunt
14/12/2020	The Play Inspection Co. Ltd	001565	270.00		Annual Inspection Dec 2020
14/12/2020	Viking Stationery	001566	130.78		Stationery order
14/12/2020	John Russen Builder Ltd	001568	7,200.00		Pointing at Town Hall
14/12/2020	MLPS	001570	56.16		Streetlight Stickers
14/12/2020	North Norfolk Community Transport	001571	50.00		Donation

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Total Payments 20092.42

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Income as 12.2

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<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
05/11/2020	Tenant	bacs	allotment	43.70
05/11/2020	Tenant	bacs	allotment	43.30
05/11/2020	Tenant	67	allotment	34.50
05/11/2020	Tenant	70	allotment	27.00
05/11/2020	NatWest	71	allotment	72.70
10/11/2020	NatWest		ciq	10.00
27/11/2020	NatWest	000429	Burial	160.00
27/11/2020	NatWest	000428	Burial	525.00
13/12/2020	NatWest	70	allotment.	34.50
06/11/2020	Tenant	66	allotment	22.00
Total Receipts				<u>972.70</u>