



**Minutes of the Meeting of the Town Council**  
held on Monday 14<sup>th</sup> March 2022 at 7.00pm in  
The Town Hall, High Street, Stalham.

Present: Cllrs; K Bayes (Chair) M Green, P Hanton, R Hood, M Lilley, M McGeary, S Toone, M Taylor, M Willoughby (part).

Members of the public: 1, County Councillor Nigel Dixon & District Councillor Pauline Grove-Jones.

Clerk: Miss Lolly Dawson

**1 Minutes.**

The Full Council minutes dated 14<sup>th</sup> February 2022 were AGREED as a true and correct record of the meeting and signed by the Chair.

**2 Apologies.**

Carolyn Gelinias – Alternative Commitment

**3 Declarations of Interest.**

None.

**4 Updates on any matters not elsewhere on the agenda were received.**

No decisions may be taken under this item.

- 4.1 Tree planting – Trees repositioned, hedgework completed.
- 4.2 Land registration – Recreation Ground with Clapham and Collinge – they require further information but have not clarified what information they need. Town Hall, Burial Ground and Millside registration instructed. Awaiting documents from Conveyancer at Lycas Wyllys.
- 4.3 Cycle racks – Installation at Museum of the Broads going ahead. Poppy Centre and Picnic Area being assessed.
- 4.4 Annual Streetlight inspection works – outstanding, Cllr Hanton to attend straightening.
- 4.5 Update for Rialtus package to include charity accounts. In hand.
- 4.6 Wrought Iron Gate – Campingfield Lane closed Churchyard. Still outstanding.
- 4.7 Gates for closed Churchyard. Still outstanding. Cllr Bayes to chase.
- 4.8 Community Payback – awaiting risk assessment.
- 4.9 Numbering of plots in burial ground – remains outstanding.
- 4.10 Wall Plaque for Town Hall – in hand, another visit to the archive centre is necessary.
- 4.11 Picnic bench for Staithe area – received. Installation due end March/April.
- 4.12 Registration of Public Right of Way – evidence forms distributed. Poor response to date.
- 4.13 Additional SAM2 site. Awaiting Highways guidance on exact site.
- 4.14 Town Hall Heating – second quotation. In hand.
- 4.15 Primroses have been planted at the Burial Ground.
- 4.16 Defibrillator has been ordered.

## **5 Public Participation and Reports.**

### **5.1 County Councillor Nigel Dixon.**

Tesco junction improvement proposal, response required shortly.

Two planning applications for the independent living with extra care and the affordable homes at Yarmouth Road – Cllr Dixon aware of the north Norfolk archaeology service report and will be making further comment endorsing the response they have made.

Aware of upper staithe road issues.

### **5.2 District Councillors:**

Pauline Grove-Jones

Upper staithe road– has spoken to Justin Le May to bring forward road lining, ditches and re-surfacing currently scheduled in 6 months' time. The webbing across the banks to keep the mud in place has improved the run off. The drain is still blocked.

Matthew Taylor

Land North of Great Yarmouth Road has two developments due in to committee.

Strategic plan – Cllr Taylor has been in conversations with fellow District Councillors.

The Holt vision is very similar to the Stalham Town Council intentions.

### **5.3 Members of the Public.**

The Council was addressed about planning matters and Councillors were thanked for their support on behalf of the businesses.

## **6 Town Planning.**

### **6.1 Consultee responses to applications received from North Norfolk District Council and the Broads Authority were made.**

#### **6.1.1 PF/22/0539 – Staithe Surgery, Lower Staithe Road, Stalham, NR12 9BU. Installation of an automated prescription dispenser machine within wall of surgery building.**

NO OBJECTION, PROPOSED Cllr R Hood, seconded Cllr S Toone.

#### **6.1.2 ADV/22/0385 – Carleton House, Upper Staithe Rd, Stalham, NR12 9AX. Display of two panel signs showing name of the development.**

NO OBJECTION, PROPOSED Cllr S Toone, seconded Cllr R Hood.

### **6.2 Notifications of Planning decisions taken by North Norfolk District Council and the Broads Authority were received.**

#### **6.3 BA/2022/0015/AGR – Wayford Nurseries, Wayford Road, Wayford Bridge, NR12 9LJ. Steel portal framed building for the purpose of storing grain produced by the applicant. Prior Approval is not required.**

Neighbourhood Plan update was received, the survey has been circulated and responses will be collated and presented at the next meeting in April.

#### **6.4 S106 meeting with NNDC officers – response received, meeting to be scheduled.**

#### **6.5 Council representation at Development Committee meeting Thur 17<sup>th</sup> March 9.30am was considered: PF/21/1532 – Extra care development of 61 independent 1 and 2 bedroom flats, with secured landscape communal gardens, associated visitor and staff car and cycle parking, external stores and a new vehicular access onto Yarmouth Road. Land north east of Yarmouth Road, Stalham. PF/21/2021 – A new residential development of 40 affordable houses comprising 22 affordable/shared ownership houses and one block of 18 affordable flats consisting of 9, one bedroom flats and 9 two bedroomed flats with associated landscaping, infrastructure and access. Land north east of Yarmouth Road, Stalham.**

ISSUES – Historical archaeological issues. Infrastructure improvements required. Amount of housing on small piece of land in comparison to local developments. 61 assisted living 3 storey property (first application). 43 x 2 and 1 bedroom flats & houses (second application). Highways & traffic implications and issues, School location as well. 101 affordable housing properties which are not for the housing of Stalham residents or those with connections to the Town.

- 6.6 It was AGREED for officer of NNDC to attend meeting to discuss housing need etc locally.  
Any Monday to Wednesday evening – NDP plus Council to attend.

## 7 Correspondence and Communications.

Email	Vattenfall	Contract Awarded	Noted.
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## 8 Amenities Matters.

- 8.1 Allotment update was received, current allotment availability 1a, 1b, 9 and 14.  
It was AGREED to allow residents of Sutton to become tenants if there is no one from Stalham on the waiting list.
- 8.2 It was NOTED that one allotment tenant account remains unpaid.  
Clerk to check if in use and get in touch.
- 8.3 Minutes from Amenities meeting 28<sup>th</sup> February will be circulated after meeting.
- 8.4 The CDS response to email was NOTED.
- 8.5 Main churchyard footway – It was AGREED to consider current use of the Church Rooms and willing to consider contributing to the up-keep of the surfacing IF it is used for pedestrians only.
- 8.6 SAM2 – Cllr Toone – to circulate presentation via email after meeting. Overall reduction in speed over winter time.
- 8.7 It was NOTED that the Council was awarded £100 from the Norfolk Household Support Fund. This has been distributed to two households in Stalham.
- 8.8 It was AGREED to accept the Garden Guardian quotation for grass cutting – PROPOSED Cllr R Hood, seconded Cllr S Toone.  
Garden Guardian £300 Pond. £300 Picnic Area/Staithe verge. £150 Staithe Green. To Nov 2022.

## 9 Financial.

- 9.1 An up-to-date reconciliation will be circulated via email.
- 9.2 It was RESOLVED to accept the annual membership of NALC. Fee £546.62.  
PROPOSED Cllr M Green, seconded Cllr S Toone.
- 9.3 The payments and receipts as presented were AGREED, PROPOSED Cllr M McGeary, seconded Cllr M Taylor.
- 9.4 It was NOTED that the updating of signatories remains ongoing with the Natwest account.

## 10 Highways Matters.

- 10.1 The Highways Ranger visit due w/c 18<sup>th</sup> April was noted – clerk to be advised of any issues.
- 10.2 Details of proposed road safety scheme for consultation were received. – A149 junction with Market Road.  
Junction visibility improvement and work in High Street to existing bus stop.  
Councillors were supportive of the changes.
- 10.3 Staithe drainage – to note the IDB are preparing a report on the remaining ditch. To note the culvert under the road is NCC property.

## 11 Administrative Matters.

- 11.1 Civic Regalia. The purchase of a ribbon/chain of office. Update on Crest/Coat of Arms. Still being investigated – Cllrs Hood/Taylor. Next Agenda.
- 11.2 It was AGREED to begin publishing a newsletter on a 2 monthly basis, Double-sided A4, 1600 to be printed + put onto Noticeboards. 1<sup>st</sup> publish date May 2022 to advertise Jubilee Event.

Items to be included:  
NNDC & NCC Councillor reports  
Minutes & FB for items  
NDP updates  
Poppy Centre  
Amenities updates  
Content suggestions to next meeting.

- 11.3 Living Memorial at the Recreation Ground.  
Update received from Cllr M Green. Council also considered a Queens Green Canopy Tree. It was RESOLVED to purchase a tree to donate to the Stalham & Brumstead Recreation Ground Charity for the Queens Jubilee Green Canopy if they agree.
- 11.4 Resilience Plan – Council considered creating a Stalham Town Resilience Plan. Cllr M Taylor to look into guidance as to the process to be followed and the Town Council's responsibility. Cllr P Hanton to share existing information.
- 11.5 It was NOTED that the employers contribution to LGPS has increased to 24% from 23.5% for 2022/23.
- 11.6 It was AGREED to go ahead with the Sunflower competition as the flower of Ukraine – give to schools. August Bank Holiday to judge. Chair & Vice. Clerk to keep a list of locations and details.

## **12 Market Towns Initiative.**

- 12.1 Disability Ramps: Update on premises inspections. Cllr M McGeary.  
Meeting scheduled for Thursday 17<sup>th</sup> March.
- 12.2 Backpacks: Update on original distribution list. Cllr P Hanton.  
Cherry Blossom, Charlottes and Rainbow Café are taking a pack and are grateful.

## **13 Stalham Charities.**

- 13.1 The Clerk confirmed that she has received governance documents where available.  
Meeting to be called with Trustees will be scheduled shortly.

## **14 Town Hall.**

- 14.1 It was AGREED to allow storage for the martial arts group who are making a block booking.
- 14.2 Asbestos Report RECEIVED by the Council. No action needed.
- 14.3 Installation of Internet – email sent to NNDC for S106 spend permission 24<sup>th</sup> January, second email 4<sup>th</sup> March – telephone call (answerphone) 9<sup>th</sup> March. Ongoing.
- 14.4 It was NOTED that the Town Council was not eligible for the Omicron, Hospitality and Leisure Grant.
- 14.5 Ways to support the Jubilee Beacon Lighting were discussed. Quotes for light projector to be obtained to project onto the Town Hall.
- 14.6 To agree the increase in rebuild costs following survey of £75.03.  
RESOLVED, PROPOSED Cllr S Toone, seconded Cllr M Taylor.

## **15 Jubilee.**

- 15.1 To confirm that a marquee has been hired (12m x 6m) for the sum of £25.00.
- 15.2 It was RESOLVED to pay £270.00 for children's entertainment 'Go Awesome'.  
PROPOSED Cllr S Toone, seconded Cllr M Mcgeary.
- 15.3 It was RESOLVED to pay up to £3,000 for fair ride attractions – Helter Skelter, Wooden swing boats, trampolines. Wristbands to be purchased for use of the rides.  
PROPOSED Cllr M McGeary, seconded Cllr M Green.
- 15.4 Budget figure to be provided for soft drinks/food. Next meeting.
- 15.5 The meeting discussed live music Saturday evening. Music License and grants to be investigated – Clerks. Band yet to be booked.

**16 Business Matters.**

- 16.1 The meeting considered the Stalham Chamber of Commerce. Meeting for all Councillors via ZOOM Wed March 16<sup>th</sup> at 7pm.
- 16.2 A meeting with NNDC Officers and Leader of NNDC. Cllr M Taylor to chase.
- 16.3 The Instigation of a Market. In hand. It was AGREED to have a monthly Saturday market- 'Stalham Town Market' – Saturday 26<sup>th</sup> July 2022 start date - £10.00/stall.

**17 Matters for reporting or Future Agendas.**

- 17.1 Terms of reference and membership of all committees. May meeting.

**18 Dates of next meetings:**

Chamber of Commerce/Strategic action plan - Wednesday 16<sup>th</sup> March at 7pm – ZOOM.  
Neighbourhood Development Plan – public – Thursday 21<sup>st</sup> April 2022 – 7pm Poppy Centre.  
Trustee Meeting – Monday 21<sup>st</sup> March at 7pm – Poppy Centre.  
Table Top Sale – Poppy Centre – Saturday 26<sup>th</sup> March, 10-3, Poppy Centre.  
Full Council – Monday 11<sup>th</sup> April, 7pm – Town Hall.

It was PROPOSED to postpone the Standing orders and continue the meeting for an additional 30 minutes.

It was RESOLVED to exclude the press and public in accordance with the Public Bodies (admission to meetings) Act 1960 consideration of the following item due to the confidential nature. PROPOSED Cllr M Taylor, seconded Cllr R Hood.

**19 Staffing.**

- 19.1 To consider recommendations as circulated in report.  
It was AGREED Covid recommendations. Staff and Councillors not to attend if testing COVID positive.  
It was AGREED not to withdraw the annual salary award increase.  
It was AGREED to increase Mrs S Hunt from 32 to 37 hours per week from 1<sup>st</sup> May and Miss L Dawson from 20 to 37 (include 5 hours study) hours from 1<sup>st</sup> April.  
PROPOSED Cllr S Toone, seconded Cllr M Lilley.

Meeting Closed 21:18

## March Payments 2022

		nett	VAT	Total
Allotment Refund		£25.00	£0.00	£25.00
C T Baker Ltd	Drill Bit	£10.33	£2.07	£12.40
Community Collective Planning	NDP	£1,900.00	£380.00	£2,280.00
Target Trees	Tree Surgery / planting	£166.67	£33.33	£200.00
Century Printing	A5 Booklets MT12 Grant	£718.91	£0.00	£718.91
MD Contract Services	Staithe pipework	£490.00	£98.00	£588.00
BHIB	insurance	£66.99	£8.04	£75.03
Broadland Computers	Call Out & labour @ Poppy Centre	£50.00	£10.00	£60.00
Martham Parish Council	Marquee for Jubilee Event	£25.00	£0.00	£25.00
NNDC	Commercial Waste Bin Emptying PC	£51.90	£0.00	£51.90
NNDC	Waste Service PC	£28.30	£0.00	£28.30
Platten Pest Control Ltd	Rodent Control @ Allotments	£210.00	£42.00	£252.00
NNDC	Stalham Town Hall Business Rates	£0.00	£0.00	£0.00
NNDC	Burial Grounds Rates	£661.18	£0.00	£661.18
Viking	NDP stationary supplies	£196.62	£39.32	£235.94
NALC	Annual Subscription	£547.62	£0.00	£547.62
VP Recycled Plastic	Wheelchair Access Octagonal table	£815.00	£163.00	£978.00
Staff Costs		£6010.38		£6010.38
		<b>£11,973.90</b>	<b>£775.76</b>	<b>£12,749.66</b>

### CREDIT CARD PURCHASES

Lathams	Tea Towels	£19.95	£3.99	£23.94
Nisbets	Bins	£178.92	£35.78	£214.70
A G Meale & Sons Ltd	9 x primrose	£57.75	£11.55	£69.30
Toolstation	Graffiti Remover	£8.77	£1.75	£10.52
Hampshireflag Company	Ukraine Flag	£54.94	£10.99	£65.93
Hampshireflag Company	Novelty Jubilee Flag	£26.97	£5.39	£32.36
The Safety Supply Company	Graffiti Remover & Office Chair	£167.85	£33.57	£201.42
	TOTAL	<b>£515.15</b>	<b>£103.02</b>	<b>£618.17</b>



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