

Minutes of the Amenities Committee Meeting of the Town Council held on
Monday 23rd January 2023 at 7.00pm in **Poppy Centre**, Stalham.

In attendance: Cllrs S Toone (Chair), K Bayes, M Willoughby, M Green.
Clerk: Miss L Dawson

1. Minutes.

The minutes of the meeting held 24th October 2022 were AGREED as a true and correct record of the meeting and signed by the Chair.

2. Apologies.

Cllr R Hood, sickness, accepted.
Cllr M Taylor, accepted.
Cllr M McGeary, accepted.
Cllr P Hanton, holiday, accepted.

3. Declarations of Interest.

None.

4. Updates on matters not elsewhere on the agenda.

4.1 Land Registrations – Staithe, no update. Burial ground and play area, with HMLR.
4.2 Memorial Bench Installation – Smallburgh House – letter sent to landowner, awaiting response.

5. Public Participation.

None.

6. Town Planning.

6.1 Applications.

6.1.1 BA/2022/0005/REF – Incorporate shipping container into building, variation of condition 2 of permission BA/2017/0376/FUL retrospective. Wayford Park River Holidays, Wayford Bridge. It was AGREED to respond with NO OBJECTION.

6.2 Decisions.

6.2.1 None.

7. Highways and Footpaths.

7.1 Highways – A report was received from Cllr Toone.

7.2 It was AGREED for Cllr Toone & Bayes to choose a new location. Clerk to instruct Ask George to move it.

7.3 An update regarding bench outside Smallburgh house was received, awaiting written approval from Smallburgh House.

7.4 It was AGREED to accept the quote from Garden Guardian for £1860.00 + VAT for verge-cutting, 12 cuts from March to October 2023.

8. Burial Ground and Cemeteries.

8.1 It was NOTED that the burial ground extension is still in progress. It was AGREED to purchase approx. 50m of orange plastic fencing, budget of £30.00, and 10 roughneck fencing pins, budget £40.00, PROPOSED Cllr S Toone, seconded Cllr K Bayes.

8.2 It was AGREED to source additional quotes for the roadway extension. It was AGREED to ask Ask George to look at the dropped gate.

8.3 'reserved' markers quote, next meeting.

8.4 The fees and rules and regulations were reviewed. It was AGREED to inspect the graves and write to any owners to reiterate rules. It was AGREED to amend the Rules and Regulations to change 12 years to 16 years and the headstones clause so that 'interment of ashes, a headstone can be erected immediately'.

8.5 It was AGREED to replace of hornbeam with 'spiky shrubs', quote required from Target Trees.

8.6 It was AGREED to recommend to Council the Target Trees estimate for additional extension tree works.

9. Allotments.

9.1 An update on the roadway improvements was received, work to be carried out in Spring.

9.2 An update on the compost bins was received, work to be carried out in Spring.

9.3 It was AGREED to keep the allotment rent the same.

10. Streetlights.

10.1 A quote was received from npower for May 2023, estimated £14,476.44 annual spend. It was AGREED to enquire current street-light functions / timings / sensors and options to reduce costs.

11. Town Hall.

11.1 It was NOTED that the electricity contract still on deemed contract.

11.2 Response from Lucas & Wyllys was received it was AGREED to complete ST3.

11.3 Quote for lowering the ceiling was received.

11.4 Quotes for upgrading heating system were received, it was AGREED to respond to Bowers and Barr and explain full project and request to quote for LED lighting with lowered ceiling and update lighting in toilets. It was AGREED to reject other quote. It was AGREED to source a quote for toilet improvements.

11.5 An update on the guttering was received, it was AGREED to source quotes for an inspection.

11.6 The fire risk assessment was received, next meeting.

11.7 PAT testing, next meeting.

12. Matters for reporting or future agenda.

Stability of headstones
Allotment Holder meeting
Fire Risk Assessment
PAT Testing

Meeting closed: 20:52