



**Minutes of a meeting of the Town Council**  
held on Monday 9<sup>th</sup> October 2022 at 7.00pm  
in The Town Hall, High Street, Stalham.

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

Also present: Sarah Hunt (Clerk). Two members of the public and County Councillor Nigel Dixon.

**72 Apologies.**

Cllr G Palmer – work commitment. Cllr C Gelinis – health.  
Noted that there remains one vacancy on the Council – Council is free to Co-opt.

**73 Minutes.**

The Full Council minutes dated 8<sup>th</sup> August 2022 were AGREED and signed by the chair, it being noted that the September meeting did not take place. PROPOSED Cllr Toone, seconded Cllr Green.

**74 Declarations of Interest.**

74.1 None.

**75 To receive updates on any matters not elsewhere on the agenda**

- 75.1 Wall Plaque for Town Hall – in hand. Second visit to Archive necessary.
- 75.2 Registration of Public Right of Way – Landowner has been in contact with Norfolk County Council.
- 75.3 Community Resilience Plan. Ongoing.
- 75.4 Town Hall window repair completed.
- 75.5 Insurance claim on No/6 Yarmouth road street light agreed, third party details provided. New light installed. Insurance payout agreed.
- 75.6 Textile bank – to confirm the bank offered was identical to that in the car park. Therefore, no bank was ordered.
- 75.7 Mayoral Chain – glass/enamel detailing in progress. Cllr R Hood.
- 75.8 Bicycle Racks at Picnic Area on Staithe – no dates yet available for installation.
- 75.9 September Newsletter has been printed and distributed.
- 75.10 Pond – Bure Valley Conservation Group to attend on 12/10/22.
- 75.11 Footpath Entrance, Campingfield Road work completed. Concerns were raised over the height of the step remaining.
- 75.12 Noticeboard backings update. In hand – S Toone.

**76 Public Participation and Reports.**

- 76.1 County Councillor Nigel Dixon reported on the A149 safety review. Work will start shortly. Results should be available early 2023. There is a new household support

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fund, briefing note will be sent to the Clerk. Norfolk Fire and Rescue are undertaking a fire safety review.

- 76.2 District Councillors: Cllr Pauline Grove-Jones offered apologies. Cllr Matthew Taylor is going to approach the Recreation Ground Charity with regard to a memorial tree. The lights on the crossing at Old Market Road were working and are no longer working. Cllr Taylor is following this up. A meeting is to be arranged with Rebecca Matthews (North Norfolk District Council Community Connector), all churches and the Town Council to explore warm hub provision in the Parish and see if the Town Council can offer any support.
- 5.3 The forthcoming review on the A149 was welcomed by those present, a local petition now has over 2,000 signatures.

## 77 Town Planning.

- 77.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.
- 77.1.1 BA/2022/0358/TCAA. The Mermaids Slipper, The Staithe, Stalham. T1 – Ash Tree, multi-stemmed, varying diameter, from 0.5 – 0.9m Height 13m, Crown spread 9m. This tree is requested to be felled. T2 – Ash Tree, multi-stemmed, varying diameter, averaging 0.5m, height 11m, crown spread 7m. The tree is requested to be felled. Re planting could be organised with premises owner. Request to be sent that replacement of trees should be part of the permission.
- 77.1.2 PF/22/1760. 6 Upper Staithe Road, Stalham, Norwich, Norfolk, NR12 9AX. Erection of Conservatory to rear of building. No comment to be made.
- 77.2 No notification of Planning decisions taken by North Norfolk District Council and the Broads Authority were received before the meeting.
- 77.3 Neighbourhood Plan – Minutes were circulated from 18<sup>th</sup> August meeting. Next meeting 20<sup>th</sup> October.
- 77.4 Neighbourhood Plan Survey Results have been circulated to Councillors.
- 77.5 Notification of Appeal: BA/2022/0005/REF. Wayford Park River Holidays, Wayford Bridge. Incorporate Shipping Container into Building, variation of condition 2 of planning permission BA/2017/0376/FUL retrospective. Noted.

## 78 Correspondence and Communications.

Email	NNDC	Levelling Up Fund Update	Noted – already circulated
Email	NCC Highways	Bus stop on Stalham Surgery Green	To respond that there are parking issues at this location.
Email	NPLaw	Consultation for response.	Noted.
Email	Ldf.	Norfolk Minerals and Waste Plan	Previously circulated.
Email	NALC	Share certificate	Noted
Email	Broads Authority	Local Plan and Design Guide out for consultation	Previously circulated.

## 79 Amenities/Property Matters.

- 79.1 Allotment Rent – It was RESOLVED that water/rent charges remain as last year for 2022/23. PROPOSED Cllr S Toone, seconded Cllr M Taylor.
- 79.2 It was AGREED to plant 400 crocus bulbs in the burial ground, Campingfield Lane alongside the main roadway – estimated cost £60 – £80. PROPOSED Cllr McGeary, seconded Cllr Scrivner.
- 79.3 Awaiting quotation for the construction of a 3-bin compost area to be constructed on the allotment site. Cllr G Palmer. ~~Next meeting~~

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- 79.4 Land off Ingham Road – It was RESOLVED to appoint Lucas and Wyllys as quotation to represent Council in this matter. PROPOSED Cllr M McGeary, seconded Cllr M Taylor.
- 79.5 SAM2 update. Cllr S Toone reported that the first cycle on Yarmouth Road has been completed. Traffic entering the town from Sutton shows an excess of speed rate of 2.1%. The outgoing traffic is broadly the same as other areas at 15 – 20%.
- 79.6 Burial Ground extension update. Cllr S Toone had met with the tree officer, Target Trees representative and Assistant Clerk to review the recommendations in the report for the extension area regarding Ash dieback. An application is to be submitted to NNDC by Target Trees for authorization for this work. Quotations are being sought for the extension area which has already been cleared.
- 79.7 It was RESOLVED to approve a quotation to upgrade No.7 millside streetlight to LED as unrepairable – for the cost of £395.00 plus VAT. PROPOSED Cllr Hanton, seconded Cllr Green.

## 80 Financial.

- 80.1 To note that the Finance Committee Meeting on Tuesday 30<sup>th</sup> August was inquorate and did not take place. Minutes from meeting on the 4<sup>th</sup> October will be circulated in due course. Recommendations:
- 80.1.1 That Cllr Catherine Scrivner join the Finance Committee as chair. To note that Cllr M Taylor is standing down as chair and remaining on the committee.
- 80.1.2 To recommend that Unity Bank is now used as the main bank account for the Council and not limited to a £100,000 turnover to reduce fees.  
All recommendations were AGREED. PROPOSED Cllr S Toone, seconded Cllr C Scrivner.
- 80.2 RESOLVED to make October payments as presented. To note payments made during September under designated authority. PROPOSED Cllr S Toone, seconded Cllr M Green.
- 80.3 Bank reconciliations as presented to Finance were NOTED.
- |           |                         |            |
|-----------|-------------------------|------------|
| 31.8.2022 | Reserve Account         | £ 2,631.83 |
| 31.8.2022 | Natwest Current Account | £33,649.71 |
| 30.9.2022 | Unity Bank              | £13,919.23 |
| 31.3.3033 | Nationwide Savings      | £25,012.89 |
|           |                         | -----      |
|           |                         | £75,213.66 |
- Second instalment of precept due of                   £87,500.00
- 80.4 To confirm donation of £100.00 to Royal British Legion for memorial bench grant.
- 80.5 RESOLVED that council not opt-out of the SAAA 2022 central external auditor appointment arrangements.

## 81 Administrative Matters.

- 81.1 To consider re-printing the Town Trail leaflet. Quote received. Cllr P Hanton and a volunteer redrafting up to date leaflet. Next Meeting.
- 81.2 Town/Parish Councillor Allowances – It was AGREED not to consider this.
- 81.3 NOTED that a Remembrance day wreath has been received and will be passed to Cllr M Green. Cllr K Bayes/M Green to agree representation at the event.

## 82 Market Towns Initiative.

- 82.1 Disability Ramps Cllr M McGeary and the Clerk reported that three quotations had been

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received;

12/8/2022	Number 1131 (1200mm modular ramp – Eden)	£2,829.86
12/8/2022	Number 1131 (1200mm Modular ramp – Eden)	£3,136.42
7/8/2022	Number 1127 (Boots and Eden AX24)	£2,182.25

There are two quotations number 1131 with differing prices. No pictures are available to show to Eden with the two options that have been quoted for. Cllr McGeary and the Clerk have contacted the company on a number of occasions since August to clarify which quotation is correct and to obtain an illustration of the two options to take to Eden for decision. On each occasion the emails remain unanswered and the telephone messages unreturned.

### **83 Highways Matters.**

- 83.1 To receive feedback from site meeting and online ZOOM re. A149 safety. A review has been commissioned.
- 83.2 To consider response to email regarding removal of dropped bollard A149/Lower Staithe Road. Response to be send NOT supporting the removal of the bollard and requesting that it is brought into use.

### **84 Strategy and Projects.**

- 84.1 Local Warm Banks – meeting to be called with local providers to see if support can be offered.
- 84.2 Cemetery Extension. Meeting with Tree Officer held 8/9/22/update, permission granted, prices awaited. Quotations being sought on grassing cleared area.
- 84.3 Update Living Memorial – tree planting 12<sup>th</sup> November 2022. Cllr M Green reported that the Charity will be looking at memorial trees at the Recreation Ground.
- 84.4 Meeting with local schools – It was suggested that a meeting be held with Schools and Councillors. Councillors to express interest in attending to Clerk.

### **85 Policies**

- 85.1 The Sickness Absence Policy as previously circulated was ADOPTED as presented.
- 85.2 The Equality and Diversity Policy as previously circulated was ADOPTED as presented.

### **86 Town Hall.**

- 86.1 Two quotes received for heating improvements. Bowers and Barr to be approached for alternative heating. Suspended ceiling to be researched.
- 86.2 Noted that First Class Fire Protection quotation of £600.00 for fire risk assessment has been AGREED.
- 86.3 Damaged door to be considered following fire risk assessment.
- 86.4 Noted Ian Window Cleaning has been appointed to clean inside and outside Town Hall for £100.00. First clean completed.
- 86.5 S106 payments towards Phone/Internet – still awaiting response from NNDC. Reminders have been sent and District Councillors asked to investigate.
- 86.6 It has been AGREED to site a remembrance plaque on the Town Hall, black lettering on gold plaque £20.00 maximum.

### **87 Chamber of Commerce.**

- 87.1 To receive an update – Cllr M Taylor/Cllr K Bayes reported that it was a very successful first meeting. Suggested times and dates for the next events to be sent to the Clerk.

### **88 Events**

- 88.1 Dancing in the street to be considered for coronation. To be raised at school visits.

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- 88.2 Market Questionnaire – Cllr Bayes to attend Stalham Business Forum 10<sup>th</sup> October 2022 to report response. Bus Times to be obtained for Saturdays and Sundays for next meeting. Suggestions; that the Road Closure be from Upper Staithe Road/Fire Station Museum to Bank Street. That the market be Saturday mornings from 10am to 1pm. That the Town Hall be used. That The Swan be asked if the car park could be utilized. Other local market dates to be brought to meeting.
- 88.3 To review the recommendations from the Events meeting
- 88.3.1 It was AGREED that all Town Hall and High Street events be managed by the Town Council and events at the recreation ground be delegated to the Stalham & Brumstead Recreation Ground Charity.
- 88.3.2 It was AGREED to cancel the Mayors Ball and reconsider for 2023 or a smaller event.
- 88.3.3 It was AGREED to hold a beer festival at the Town Hall on Saturday 22<sup>nd</sup> February 2023.
- 88.3.4 It was AGREED to hold a family Easter drop-in at the Town Hall on Saturday 8<sup>th</sup> April 2023.
- 88.3.5 The meeting considered the recommendation of the Street Market to continue and the next one to be held Sunday 25<sup>th</sup> June 2023. To be reviewed once monthly market agreed.
- 88.4 The feedback from Tesco re. parking was NOTED.
- 88.5 The Saturday 3<sup>rd</sup> September open morning was successful, more volunteers are needed to deliver the newsletter.

**89 Items for next agenda.**  
Budget

**90 Dates of next meetings:**

- Neighbourhood Development Plan – Poppy Centre – Thursday 20<sup>th</sup> October.  
Property and Amenities Committee – Monday 24<sup>th</sup> October, Poppy Centre 7pm.  
Stalham Town Council Meeting, Monday 14<sup>th</sup> November 2022 at 7pm -Town Hall.  
Events Meeting – Monday 21<sup>st</sup> November  
SNAP Meeting – Wednesday 19<sup>th</sup> October, Poppy Centre, 7pm.  
Business Forum – AGM. To be confirmed – November.  
Finance meeting – To be confirmed, late October.

September 2022

Water key refund *		£5.00		£5.00
Deposit & water key refund *	plot 13 - cheque 1476.	£30.00		£30.00
Norfolk Parish Training *	C Scrivner Induction Course	£55.00		£55.00
Noticeboards Online	Staithe Noticeboard	£650.00	£130.00	£780.00
North Walsham Fire Protection	Town hall - extinguisher check	£77.20	£15.44	£92.64
Viking	Printer & Envelopes	£313.99	£62.80	£376.79
e.on	Town Hall electricity July	£129.34	£6.47	£135.81
Ray Woolston	three tree plaques	£60.00		£60.00
Stalham DIY	Various cleaning products	£16.83	£3.37	£20.20
Target Trees	Annual inspection works	£500.00	£100.00	£600.00
Broadland Glass Services Ltd	Replacement Town Hall window	£600.67	£120.13	£720.80
Collective Community Planning	Neighbourhood Development mtgs	£1,200.00	£240.00	£1,440.00
Century Printing	Newsletter September 2022	£437.00	£0.00	£437.00
BT	Town Hall Phone & Internet	£85.25	£9.05	£94.30
Viking	Folders & Paper	£59.85	£11.97	£71.82
Wave	Town Hall Water	£51.24	£3.42	£54.66
Cozens	Monthly maintenance	£225.00	£45.00	£270.00
Salaries (incl. working from home)		£7,646.51		£7,646.51
		£12,143.08	£747.65	<b>£12,890.73</b>

- Paid

Reimbursement - Sarah Hunt.

11.8.2022	Cable ties	£16.66	£3.33	£19.99
06.08.2022	Stamps	£55.00		£55.00
				<b>£74.99</b>

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October Payments:

Traditional Window Cleaner	Town hall Windows	£100.00		£100.00
Saturn AV Audio	Acoustics (second payment)	£5,599.50	£1,119.90	£6,719.40
Rialtus	Annual Subscription	£179.00	£35.80	£214.80
Royal British Legion	Bench Donation	£100.00		£100.00
westcotec	sam2 brackets	£59.50	£11.90	£71.40
British telecom	October bill Town Hall	£44.95	£8.99	£53.94
Npower	Streetlights (September)	£299.21	£59.84	£359.05
Npower	Streetlights (August)	£289.69	£57.94	£347.63
eon Next	Town Hall Electricity	£160.90	£8.04	£168.94
natwest	bank charges	£6.33		£6.33
Cozens	Three replacement streetlights	£5,085.00	£1,017.00	£6,102.00
Cozens	September maintenance	£225.00	£45.00	£270.00
Cozens	One streetlight (insured)	£1,695.00	£339.00	£2,034.00
SLCC	Clerk Membership	£294.00		£294.00
salaries	October	£7,646.51		£7,646.51
		<b>£21,869.84</b>	<b>£2,712.46</b>	<b>£16,935.79</b>

\*Paid

The meeting closed at 8.57pm.

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