



**Minutes of a Meeting of Stalham Town Council
Held on Monday 12th December 2022 at 7.00pm
In the Town Hall, High Street, Stalham.**

In attendance: Cllrs K Bayes (Chair), R Hood, M Green, M Lilley, M McGeary, C Scrivner, S Toone & M Willoughby.

Clerk: Miss Lolly Dawson

108 Apologies.

Apologies were RECEIVED and accepted for Cllr P Hanton - sickness.

It was NOTED that there remain two vacancies on the Council.

An extension of 6 months absence for Cllr C Gelinias, due to health was APPROVED, PROPOSED Cllr K Bayes, seconded S Toone.

109 Minutes.

The Full Council minutes dated 14th November 2022 were AGREED as a true and correct record of the meeting and signed by the Chair, PROPOSED Cllr S Toone, seconded Cllr M Lilley.

110 Declarations of Interest.

110.1 None.

111 Updates on any matters not elsewhere on the agenda were received.

111.1 Community Resilience Plan. Ongoing.

111.2 Noticeboard backings, in progress. Cllr S Toone.

111.3 £20,000 S106 funding has been received from NNDC. Ear-marked for improvements to the Town Hall.

111.4 Town Trail Leaflet, in hand. Cllr P Hanton.

111.5 Warm Banks Meeting and Food Hub update was received. Cllr K Bayes.

111.6 Materials to be delivered w/c 4th Jan for the compost bins at the Allotments.

111.7 Awaiting delivery for the replacement dog bin for Brumstead Road/St Johns Road junction. On order with NNDC. Cllr S Toone.

111.8 Commemorative Scroll for Town Hall – on-going, quotations to be obtained.

111.9 Burial Ground extension – order placed with CGM to take place Spring 2023.

111.10 Market Town Initiative is completed, £6,987.00 unspent money returned.

111.11 Town Hall land registration revised plan sent to solicitors, awaiting response.

111.12 Allotment plot18 has been let. Plots 1 & 9 are still available.

112 Public Participation and Reports.

112.1 County Councillor Nigel Dixon, apologies sent, report read.

112.2 District Councillors: Pauline Grove-Jones and Matthew Taylor, apologies sent.

112.3 Police representative, apologies sent, report read.

Members of the Public.

A member of the public addressed the meeting regarding trees in Stalham, recent developments and the importance of tree preservation. It was noted that the Neighbourhood Development Plan that is in progress has an emphasis on 'greening' Stalham and future development.

113 Town Planning.

113.1 Consultee response to applications received from North Norfolk District Council and the Broads Authority were considered.

113.1.1RV/22/2816, Variation of Condition 3 (approved plans) of planning permission PF/22/1201 to allow a change in bricks and render and cladding finishes as revised drawings | 5 St Marys Road Stalham Norwich Norfolk NR12 9DU. NO OBJECTION.

113.2 Notification of Planning decisions taken by North Norfolk District Council and the Broads Authority were received:

113.2.1BA/2022/0423/TCAASite Location: Utopia, Utopia Way, Mill Road, Stalham
Proposal: T1: Willow - pollard. G2: Willow x 4 - pollard. T3: Sweet Chestnut - pollard. T4:Willow - crown reduction to approximately 14m in height and 7.5m in width. T5: Poplar – crown reduction to approximately 20m in height and approximately 8m in width. T6: Ash – crown reduction to approximately 17m in height and approximately 6.5m in width. T7: Alder – height reduction to approximately 11m. NO OBJECTION.

114 Correspondence and Communications.

Email	NNDC	Response to S106 / MP letter.	Noted.
-------	------	-------------------------------	--------

115 Amenities/Property Matters.

115.1 The email from Cllr R Hood regarding LED street lighting and financial support was received. It was AGREED for the Clerk to look into grants available to the Town Council next financial year.

116 Financial.

116.1 The minutes of the Finance Committee meeting held 7th December 2022 were received.

116.2 The budget for 2023/2024 was AGREED.

116.3 The precept figure of £190,000 for 2023/2024 as recommended by the Finance Committee was RESOLVED, PROPOSED Cllr S Toone, seconded Cllr M Lilley.

116.4 It was AGREED to appoint L Dawson as Responsible Financial Officer from 12th January 2023.

116.5 The payments list was AGREED as presented.

116.6 The up-to-date bank reconciliations were received, as presented to Finance Committee.

116.7 The annual pest control contract for the recreation ground was considered, it was AGREED for another quote(s) to be sourced, next meeting.

116.8 It was AGREED for Full Council Training to be arranged with NALC at a cost of £250+VAT.

117 Administrative Matters.

117.1 Mayoral Chain – glass/enamel detailing, in progress. Cllr K Bayes to progress.

117.2 The updated full council meeting dates for 22-23 were AGREED.

117.3 The Safeguarding Policy was ADOPTED.

117.4 The Training and Development Policy was ADOPTED.

117.5 The GDPR Policy was reviewed and AGREED.

117.6 The Health & Safety Policy was ADOPTED.

Town Clerk: Sarah Hunt

Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Tel: 07881 638 145 Email: clerk@stalhamtowncouncil.org

117.7 The Equality and Diversity Policy was ADOPTED to supersede the Equal Opportunities Policy.

117.8 The Expenses Policy & form were reviewed and AGREED.

117.9 The Disciplinary Policy was ADOPTED.

117.10 The Records Management and Retention Policy was reviewed and AGREED.

117.11 The Grievance Policy was ADOPTED.

117.12 The Unplanned Absence Policy was reviewed and AGREED, it was AGREED to collate this policy into the Absence Policy, 10.13.

117.13 The sickness Absence Policy was ADOPTED.

117.14 The General Reserves Policy was reviewed and AGREED.

117.15 The Email contact privacy notice was reviewed and AGREED.

117.16 The Allotment Privacy Document was reviewed and AGREED.

118 Strategy and Projects.

118.1 Market, Cllr M Taylor. Next meeting.

119 Chamber of Commerce.

119.1 It was NOTED that meeting with the SABF Chair has been arranged, Cllr K Bayes to attend.

120 Items for next agenda.

Enquiry into blanket speed limit, Cllr K Bayes.

121 Dates of next meetings:

Neighbourhood Plan – Next meeting Thursday 15th December, 9am. Poppy Centre.

NOTE TRUSTEE MEETING FOR 19th DECEMBER NOW CANCELLED.

Stalham Town Council Meeting, Monday 9th January 2023 at 7pm - Town Hall.

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

121.1 The response was received and reviewed the Heads of Term for Land off Ingham Road to go to next meeting. Clerk to clarify the expenses to be deducted and the final sum to be paid, including cost related to boundary fencing, or alternative way to mark boundary. Clerk to confirm that the pathways are adopted by Highways prior to signing.

121.2 It was AGREED to respond to the regular Town Hall hirer and clarify the Town Hall costs per hour and electric card payments to be implemented.

121.3 The minutes of the Staffing committee meeting held on 5th December were received.

121.4 The recommendation of NJC payscale LC2, scale points 29-32, for incoming Town Clerk was AGREED.

121.5 It was AGREED to advertise the Town Clerk role on all free locations as well as, Jobs24, online only, no print and with SLCC, 2 weeks on the gold offer. Budget of £450.00 excl VAT was AGREED. PROPOSED Cllr R Hood, seconded Cllr K Bayes.

Meeting Closed: 20:20

Signed:

Dated:

Town Clerk: Sarah Hunt
Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Tel: 07881 638 145 Email: clerk@stalhamtowncouncil.org

Payments List December 2022:

Westcotec	bracket set	£59.50	£11.90	£71.40
nisbets	caretaking supplies	£52.94	£10.58	£63.52
viking	whiteboard markers/sleeves	£51.98	£10.40	£62.38
garden guardian	grounds maintenance	£4,240.00	£848.00	£5,088.00
Daves Skips	Allotment Skip Hire	£270.00		£270.00
npower business solutions	Streetlight electricity	£364.51	£72.90	£437.41
British Telecom	Town Hall phone/internet	£44.95	£8.99	£53.94
wave	town hall water	£50.79	£3.38	£54.17
Portaramp	boots ramp	£285.00	£57.00	£342.00
eon	town hall electricity	£151.30	£7.56	£158.86
Cozens	streetlighting maintenance	£225.00	£45.00	£270.00
Salaries	December	£8,092.40		£8,092.40
Broadland computers	Avast annual license	£33.34	£6.66	£40.00
TOTAL		£13,921.71	£1,075.71	£14,964.08

Town Clerk: Sarah Hunt
 Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH
 Tel: 07881 638 145 Email: clerk@stalhamtowncouncil.org