



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

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

Clerk: Mrs S Hunt

Two members of the public, P C Tom Gibbs and County Councillor N Dixon were present.

**1 Election of Mayor.**

Cllr K Bayes was PROPOSED by Cllr R Hood, seconded by Cllr M Lilley and signed the declaration of acceptance of office.

**2 Election of Deputy Mayor.**

Cllr M Green was PROPOSED by Cllr K Bayes and seconded by Cllr Toone.

**3 Minutes.**

The Full Council minutes dated 11<sup>th</sup> April 2022 were AGREED as a true and correct record of the meeting and signed by the Mayor.

**4 Apologies.**

Cllrs Gelinas, M Green, M McGeary and M Taylor – Apologies were received and ACCEPTED, all had alternative commitments.

**5 Declarations of Interest.**

5.1 None.

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

6.1 Burial Ground temporary fencing – This has been erected and pedestrians continue to access the side. Council will face a decision either to make a proper opening and path or to erect fencing if this continues.

6.2 Land registration – ready for submission to land registry. Noted.

6.3 Cycle racks – Picnic Area – map sent. Noted.

6.4 Annual Streetlight inspection works – Cllr Hanton attended straightening. Works have not yet been completed. Clerk to be notified when cheque can be sent.

6.5 Update for Rialtus package to include charity accounts. In hand for 2022/23.

6.6 Wrought Iron Gate – Campingfield Lane closed Churchyard. Still outstanding.

6.7 Gates for closed Churchyard. Still outstanding.

6.8 Community Payback – awaiting risk assessment.

6.9 Numbering of plots in burial ground – remains outstanding. Quote to be sought.

6.10 Wall Plaque for Town Hall – in hand. Second visit to Archive centre needed.

6.11 Registration of Public Right of Way – evidence forms distributed, 11 received back to Council. Without additional evidence forms this will not be possible. Noted.

6.12 Additional SAM2 site. In hand.

6.13 Defibrillator has been installed awaiting Ambulance service approval.

**7 Public Participation and Reports.**

7.1 County Councillor Nigel Dixon offered his congratulations to the first Mayor of Stalham.

The newly agreed Norfolk County Council hardship scheme was explained to the meeting, this is a means tested entitlement. Cllr Dixon is in significant discussions with Anglian Water over emergency discharges into watercourses and would like to attend any local meeting set up.

The £150 warm homes discount will be rebated to all those who pay by direct debit shortly. It will take slightly longer to refund those who pay by cash or cheque.

- 7.2 District Councillors: Pauline Grove-Jones and Matthew Taylor sent apologies to the meeting.
- 7.3 Members of the Public.
- 7.4 P C Tom Gibbs attended and was thanked for his service to Stalham and wished well for his retirement. There are no issues currently that the Council needs to be aware of.

## 8 Town Planning.

- 8.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.
  - 8.1.1 PF/22/0753 - Stalham - End House, 140 High Street, Stalham. Single storey porch extension to dwelling. No comment to be sent.
  - 8.1.2 PF/22/1035 – Gleedale, Camping Field Lane, Stalham, Norfolk, NR12 9ED. Two storey rear extension to dwelling to replace existing single storey extension; associated alterations. No comment to be sent.
- 8.2 To receive notification of Planning decisions taken by North Norfolk District Council and the Broads Authority received before the meeting.
  - 8.2.1 None.
- 8.3 Neighbourhood Plan – Next meeting May 17<sup>th</sup> at the Poppy Centre. To be postponed. The end of year grant return has been completed with £1,737.44 to be returned. Next year's grant to be claimed at £10,000.00, the full amount permissible.
- 8.4 Tuesday 12<sup>th</sup> April – visit to Stalham scheduled Members from North Norfolk District Council and Nigel Dixon. Cllrs Bayes, Green and Taylor attended with Lolly Dawson. Many areas of the Town were looked at during the tour including the toilets. NNDC has put in a bid for market towns and has included Stalham. This will provide consultants etc and may be of benefit to the strategic plan.

## 9 Correspondence and Communications.

Email	NNDC	Textile Bank Opportunity	Size and what can be deposited to be clarified.
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## 10 Amenities Matters.

- 10.1 Allotments – Currently only No. 1 available (provisionally booked awaiting clearance).
- 10.2 The meeting considered providing a skip at the allotments. It was noted that this was not included in the budget and would add more expenditure to the allotment site. It was AGREED to look at siting compost bins onsite to take excess waste from allotments and from the Town. Two or three bins, built from pallets would allow compost to be used by allotment holders, and offer a place to leave green waste.
- 10.3 Main churchyard footway – to note no response yet received from PCC. Noted. To return to agenda when further correspondence received.
- 10.4 Picnic bench for Staithe area – installed, pathway still to place. Noted.
- 10.5 The tree plan for the extension to the burial ground was RECEIVED. Meeting next week (Cllr Bayes, Toone and Clerk) to discuss extension plan. The Tree Plan has not yet been approved by NNDC as they are undergoing a personnel change. The Ash trees have largely been identified for removal due to Ash dieback.
- 10.6 To consider the installation of a bin and associated emptying – adjacent bus stop A149. Cllr M Taylor. Next Meeting.

## **11 Financial.**

- 11.1 Payments AGREED as presented. PROPOSED Cllr Bayes, seconded Cllr Toone. Noted that salaries are contractually bound to be paid and whilst they are not on the payment schedule they will be authorised once payroll has been completed. Cozens annual maintenance payment to be held until Cllr Hanton confirms all works are completed.
- 11.2 To confirm and review current signatories for each account. Next meeting.
- 11.3 NOTED that the financial end of year has now been completed and the year closed on the accounting software.
- 11.4 NOTED that cost codes will be updated before the new financial year input to enable councillors to be provided the balance between income and expenditure on any area of work for the Council.
- 11.5 The meeting received the Annual Budget and Income and Expenditure figures for 2021/22. It was noted that the excess of expenditure over budgeted expenditure was £963.00.
- 11.6 Noted that the Internal Audit will take place w/c 23<sup>rd</sup> May 2022.
- 11.7 Public Open Space at Hopkins Development. To agree whether to consider adoption. Next meeting. Clerk to obtain most recent Annual Playground Inspection Report.
- 11.8 It was RESOLVED to accept the quotation from Target Trees for works identified in annual report of £600.00. PROPOSED Cllr Toone, seconded Cllr Hanton.

## **12 Administrative Matters.**

- 12.1 To receive update on Crest/Coat of Arms. Awaiting design – Cllr R Hood, M Taylor and L Dawson. Next meeting.
- 12.2 Living Memorial at the Recreation Ground. Update. Cllr M Green. Next Meeting.
- 12.3 Newsletter – printed. List of streets to be uploaded and updated as delivered by Councillors. Shared drive to be created to enable all to amend documents.
- 12.4 To receive feedback following presentation from with Nicky Debbage, NNDC Officer, Housing Strategy and Delivery Manager on Wednesday 20<sup>th</sup> April 7pm. Cllr S Toone reported a very interesting exchange which the Neighbourhood Development Plan benefited from.
- 12.5 Additional Noticeboards. A strategic objective is to improve communication. Currently there are two noticeboards – Town Hall and car park end of High Street. Two new locations were discussed – one on Tesco premises, one at the top of Yarmouth Road near flagpole – Clerk to investigate.
- 12.6 It was RESOLVED to renew the Scheme of Delegation for an additional six months. PROPOSED Cllr Hood, seconded Cllr Toone.
- 12.7 Terms of reference for committees and membership, all PROPOSED Cllr Toone, seconded Cllr Hood and AGREED.
  - 12.7.1 Finance and GDPR. AGREED as presented. Membership; Two committee chairs (Cllr S Toone, Cllr M Green), Chairman and Cllr M Willoughby, Cllr M Taylor. Cllr M Taylor as Chairman.
  - 12.7.2 Staffing. AGREED as presented with the alteration from four members to three members plus vice-chair. Members to be Vice-Chair (Cllr M Green), Cllr P Hanton, R Hood, M McGeary. Cllr M Green as Chairman.
  - 12.7.3 Amenities and Property. AGREED as presented. Members to be Chair and Vice-Chair, Cllrs Hanton, Hood, Lilley, Toone. Cllr Toone as Chairman.

## **13 Market Towns Initiative.**

- 13.1 Disability Ramps: It is not possible to obtain refunds for the ramps. All need disposing of. Two new ramps to be ordered for Boots and Eden when advice received. M McGeary.
- 13.2 Backpacks: Due to be distributed 10<sup>th</sup> May 2022. Cllrs K Bayes and Cllr P Hanton.

**14 Stalham Charities.**

- 14.1 Meeting to be called with Trustees. To note that the Clerk has so far been unable to ascertain the criteria for Trustees or number for all of the charities. Meeting to be called with existing three Trustees to find a way forwards.

**15 Town Hall.**

- 15.1 Internet/Phone Installation. Installation due 26<sup>th</sup> May 2022.  
15.2 Jubilee Beacon Lighting alternative – Not taking place.  
15.3 Heating – to receive update on additional heating quotation. Second company has attended Hall – quotation not yet received.  
15.4 Noted that the Clerk is in discussions over a craft fair being organised by a third party and taking place at the hall.  
15.5 W.I Hire – second Monday of the month. It was AGREED to credit the electric meter prior to each hire for the remainder of the financial year. It was further AGREED that the hire charges could remain outstanding until such time as the W.I had an operational bank account, although this should be addressed as soon as possible.

**16 Jubilee.**

- 16.1 To note that a grant for £6,454.00 has been received from the Lottery Fund.  
16.2 To note that volunteers are needed – please notify L Dawson of any availability.  
16.3 Cake Trail update. Cllr P Hanton reported a really good take up in among local businesses.  
16.4 Sunflower Competition envelopes and seeds have been distributed through schools, uniformed groups, the Community Fridge and are in the library and being issued directly to residents. It is being very well supported.

**17 Business Matters.**

- 17.1 To receive an update on the Stalham Strategy Plan. Cllr R Hood reported that the google drive has been populated.  
17.2 To receive an update on the Chamber of Commerce. A database of local businesses is being produced to seek engagement and a mandate at an early stage.  
17.3 The Stalham Town Market – Saturday 26<sup>th</sup> July 2022. The surgery car park is in use Saturdays. Next meeting.

**18 Falklands Memorial Day – Saturday 21<sup>st</sup> May.**

- 18.1 To note that the road closure has been granted. Flags to be displayed for Jubilee event prior to the March.  
18.2 Mayor Kevin Bayes, Deputy Mayor M Green and Cllr S Toone to attend. Cllr Green to lay wreath.

**19 Dates of next meetings:**

Business Forum – Tuesday 10<sup>th</sup> May at 7pm – Swan Inn.  
Neighbourhood Development Plan – Poppy Centre – Tuesday 17<sup>th</sup> May at 7pm Poppy Centre.  
Trustees -Poppy Centre – Monday 23<sup>rd</sup> May at 7pm  
Finance Committee – Tuesday 7<sup>th</sup> June 7pm – Poppy Centre.  
Stalham Town Council Meeting, Monday 13<sup>th</sup> June 2022 at 7pm -Town Hall.

Litter – engaging local schools – P Hanton.  
Stalham Staithe Surgery garden development.  
Noticeboard placement.

## May Payments 2022

		nett	VAT	Total
Lloyds Bank	Credit Card	£672.32	£84.08	£756.40
L Dawson * Paid	Makro refund	£82.86	£16.35	£99.21
Information Commissioner	Registration	£40.00		£40.00
Norfolk Co Co	Recreation Ground Sign	190.85	38.17	£229.02
Parishioner	NDP Draw Winner	£50.00		£50.00
Mr S Pegg	Board Park/Burial Ground	£870.00		£870.00
Century Printing	Newsletter	£199.00		£199.00
Vodafone	April	£25.38	£5.07	£30.45
WAVE	Water - Town Hall	£155.33	£14.02	£169.35
Broadland Computers	Co and Charity website etc.	£411.68	£82.32	£494.00
Mens Shed	Wood for Cake Trail	£25.00		£25.00
Go Awesome!	Childrens Entertainer (jubilee)	£270.00		£270.00
Community Heartbeat Trust	Defibrillator and support	£1,965.00	£393.00	£2,358.00
Npower	April Streetlights	£330.87	£66.17	£397.04
C T Baker	Toilet Seat - Town Hall	£19.71	£3.94	£23.65
Steve Parkinson	VAT Training	£600.00		£600.00
Viking	Sunflower envelopes and paper	£50.44	£10.09	£60.53
Cozens	Monthly maintenance	£225.00	£45.00	£270.00
Locality	Neighbourhood Plan Grant return	£1,737.44		£1,737.44
Richardson's Amusements	Fair Rides - jubilee	£4,360.00		£4,360.00
Staff Costs		£7,646.51		£7,646.51
Robertsons Mole control	February Mole removal	£70.00		£70.00
Cozens	Annual Maintenance repair	£2,925.00	£585.00	£3,510.00
		<b>£22,922.39</b>	<b>£758.21</b>	<b>£20,685.60</b>

credit card				
Tesco	Grant funded gift cards	£100.00		£100.00
Calder designs	20 x jubilee flags	£80.00		£80.00
Kidshiviz	litter pickers	£72.41	£14.48	£86.89
Calder designs	hi viz	£62.50	£12.50	£75.00
St John Ambulance	First Aid Training - L Dawson	£165.00	£33.00	£198.00
LIDL	Refreshments - events	£21.00		£21.00
Makro	Refreshments - events	£160.76	£22.57	£183.33
Amazon	Diary x 2	£7.65	£1.53	£9.18
Monthly Fee		£3.00		£3.00
		£672.32	£84.08	<b>£756.40</b>

The meeting closed at 8.59pm.

Signed:

Dated.