

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

Present: Cllrs; K Bayes (chair) M Green, R Hood, M Lilley, S Toone, C Taylor, M Willoughby (part).

Clerk: Mrs Sarah Hunt

County Councillor Nigel Dixon.

157 Minutes.

The Full Council minutes dated 10th January 2022 were AGREED as a true and correct record and signed by the Chair.

158 Apologies.

158.1 Apologies were received and accepted from: Cllr P Hanton – illness, Cllr M McGeary – COVID related. Cllr C Gelinias – absent.

158.2 Mrs Margaret Willoughby was Co-opted to the Council. PROPOSED Cllr Green, seconded Cllr Toone. Mrs Willoughby signed the declaration of acceptance of office and joined the meeting

158.3 NOTED that the Council can co-opt for the remaining 3 vacancies.

159 Declarations of Interest and dispensations.

None.

160 To receive updates on any matters not elsewhere on the agenda

160.1 Tree planting – the trees are not yet repositioned in the Burial Ground, the work has been scheduled.

160.2 Brumstead Road Streetlight – all payments received from the Insurance Company and the Contractor. This is now closed.

160.3 Land registration – Recreation Ground with Clapham and Collinge, chased November December and January – no response; Town Hall, Burial Ground and Millside registration instructed. Awaiting valuation of land – Trett Phillips asked to provide.

160.4 Cycle racks – Installation at Museum of the Broads going ahead. Poppy Centre and Picnic Area being assessed.

160.5 Annual Streetlight inspection works – due February, parts on order.

160.6 Conifers in closed churchyard. Removed.

160.7 Update for Rialtus package to include charity accounts. In hand.

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

160.9 Gates for closed Churchyard. Still outstanding.

160.10 Community Payback – no suitable clients currently.

160.11 Allotments – vacant allotments sprayed.

160.12 Numbering of plots in burial ground – remains outstanding.

160.13 Heaters – purchased and available from Town Hall.

160.14 Wall Plaque for Town Hall – in hand.

161 Public Participation and Reports.

161.1 County Councillor Nigel Dixon addressed the meeting regarding Upper Stathe

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Road and the issues with the boundary, slope that is sliding into the roadway and edging. It is felt by Cllr Dixon that a retaining feature is necessary. There has been recent ditch clearance on the roadway to the staithe that was unsatisfactory but the issues have now been rectified and the network is draining well. The EDP has recently mentioned the availability of fire crews, Cllr Dixon is monitoring the situation at Stalham and nearby stations. The situation regarding the occupancy of the first school by the Academy will be reported to the next meeting.

- 161.2 District Councillors: Pauline Grove-Jones sent apologies. Matthew Taylor attended his first full District Council meeting on the 9th February 2022 and is on the development committee. During the recent online meeting between Town Councillors, District Councillors and Officers the changing room toilets were discussed. Cllr Taylor continues to follow up the provision for Stalham. NNDC have incorrectly listed Stalham as having 140 tarmac parking spaces – this will be updated as there are 20 spaces in the car park, 2 are disabled, 3 are free short stay, as many as 5 contain Royal Mail vans parked under an agreement with NNDC, leaving very poor provision for members of the public. A litter pick will take place on the 19th March.

162 Town Planning.

- 162.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.

162.1.1 BA/2022/0027/FUL – Hunsett Mill, Chapel Field, Chapel Field Road, Stalham. Upgrade existing drainage system.

162.1.2 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.

The Councillors are unable to comment as there are no documents available on the website.

- 162.2 To receive notification of Planning decisions taken by North Norfolk District Council and the Broads Authority received before the meeting.

162.2.1 BA/2021/0451/COND – Wayford Park River Holidays, Wayford Rd, Wayford Bridge, Norfolk, NR12 9LL. Incorporate shipping container into building, variation of condition 2 of permission BA/2017/0376/FUL retrospective. REFUSED.

- 162.3 To confirm an FOI has been put into Anglian Water who have responded to state that the Stalham Water Recycling Centre discharges into the River Ant locally. *'The site is permitted to discharge very dilute flows from the storm tanks during heavy rainfall. It does not have an event duration monitor to record storm discharges from the site. An event duration monitor is due to be installed by the end of March. An operational issue late last year caused by non-flushables (eg fat and wet wipes) blocking some tanks on site resulted in some discharges during December 2021.'*

- 162.4 Neighbourhood Plan – to note the next meeting is the 17th February 2022. Cllr Toone is to assume the position of Vice-Chair for the short term in place of Cllr M Taylor due to Cllr Taylors commitments.

- 162.5 S106 meeting with NNDC officers has not yet been arranged.

163 Correspondence and Communications.

Email	Broads Society	Landscapes Review	Noted
Email	NNDC	Publication of the Local Plan	Noted.
Email	Letter NNDC	PSPO Renewal	Clerk to reply.

164 Amenities Matters.

- 164.1 Ditch Clearance at Staithe. Amis Piling have completed this FOC.
- 164.2 It was RESOLVED to install a picnic bench with disabled access on the green triangle at the Staithe. PROPOSED Cllr Hood, seconded Cllr Green.
- 164.3 Current allotment availability noted as 1a, 1b, 9 and 14. Two have been recently sprayed off to be brought into use.
- 164.4 One tenant account remains unpaid. Process is being followed.
- 164.5 To receive quotation(s) for Burial Ground and both Cemeteries for grass cutting 2022, to note TTSR have declined to quote as they are too busy. It was AGREED to delegate this decision to Amenities.
- 164.6 To receive quotation for grass seeding of Burial extension if available. It was AGREED to delegate this decision to Amenities.
- 164.7 It was RESOLVED to plant 100 primroses on front bank of Burial Ground – inside and outside. PROPOSED Cllr Hood, seconded Cllr Green.
- 164.8 It was RESOLVED to accept a quotation for the cutting of Millside Play area for 2022 at £416.00 from Garden Guardian.
- 164.9 The meeting received the burial extension plan and considered payment of invoice of £960.00. Cllr S Toone reported the issues with the plan as produced by CDS. There is currently a tree survey being undertaken which will establish which of the remaining trees in the extension cannot be taken down and will remain once the area is developed. This survey is to be made available to CDS to refine the plan produced. Payment to be held in the meantime. AGREED.
- 164.10 To receive update concerning hedge infill. Cllr S Toone reported on works that are scheduled to close the gap in the hedging and allow the extension work to be undertaken. The work is on order.

165 Financial.

- 165.1 No reconciliation available.
- 165.2 It was RESOLVED to accept the payments as presented.
- 165.3 Noted the updating of signatories remains ongoing with the Natwest account.
- 165.4 It was RESOLVED to purchase a defibrillator to be installed at the Poppy Centre. Donations have been promised from the local Round Table and the Gym. PROPOSED Cllr K Bayes, seconded Cllr S Toone.

166 Highways Matters.

- 166.1 Registration of Public Right of Way. Still ongoing. Clerk.
- 166.2 Wildflowering of Verges. Cllr M Taylor reported that an alternative site may suit.
- 166.3 SAM2. Locating a new site on the corner of Rivermead/Yarmouth Road to be investigated. History of sites to date along with data to be provided to next meeting. Cllr S Toone.
- 166.4 Feasibility Study. The traffic count is due to be undertaken in the Summer.
- 166.5 Devolution of verges for grass cutting to Town Council from Highways. Decision delegated to Amenities committee.
- 166.6 Upper Staithe Road – the site continues to be monitored. Cllr M Taylor

167 Administrative Matters.

- 167.1 High Sheriff Visit. Cllr K Bayes reported a very successful visit.
- 167.2 Civic Regalia. To consider the purchase of a ribbon/chain of office. Next meeting.
- 167.3 It was RESOLVED to allow specific grave plots to be reserved.
- 167.4 Living Memorial at the Recreation Ground. List of names currently being collated. This can be scheduled for November once the number of trees is known.

- 167.5 To receive feedback following Wayford Bridge Hotel visit. It was reported that this was a very informative meeting. The planning processes need to be applied in this area of Stalham to ensure that the Hotel's success is not handicapped by its environment.
- 167.6 An FOI response from NNDC was received detailing information about Affordable Housing need and Supported Living need locally and throughout the district. Offer of attendance at a meeting to be taken up.
- 167.7 It was RESOLVED to pursue the first registration of the uncultivated land at the rear of the Burial Ground Campingfield Lane. PROPOSED Cllr Bayes, seconded Cllr Toone.
- 168 Market Towns Initiative.**
- 168.1 Disability Ramps: Update on premises inspections. Cllr M McGeary. Next Meeting.
- 168.2 Noted that Mti3 has been finalised and the return sent. £958.13 to be returned to NNDC as underspent. Mti 2 return remains outstanding.
- 168.3 Backpacks: Update on original distribution list. Cllr P Hanton. Next meeting.
- 169 Stalham Charities.**
- 169.1 Confirmed that the Clerk has met with the departing Trustees and has collected all paperwork. New Trustees to be recruited.
- 170 Town Hall.**
- 170.1 Internet/Phone Installation. S106 funding application sent to NNDC, no response as yet.
- 170.2 Building Valuation Report. Has been instructed.
- 170.3 The heating quotation was received. Alternative to be sought for comparison.
- 170.4 To note that a smart meter is being fitted for electricity.
- 170.5 Noted that the Town Council has applied for the Omicron, Hospitality and Leisure Grant.
- 170.6 To consider the possibility of alternative ways to support the Jubilee Beacon Lighting. Next meeting.
- 170.7 Noted that the asbestos survey has been undertaken.
- 170.8 The Conditions of Hire were AGREED as presented.
- 170.9 The Booking Form was AGREED as presented.
- 171 Training.**
- 171.1 Cllr R Hood had attended 'Being an Effective Councillor' and found the course very interesting.
- 171.2 VAT Training. Both L Dawson and S Hunt had attended – the VAT relationship between the Town Council and Charity is complicated. Attention must be given moving forwards as to how best to utilise Council money to ensure that VAT can be reclaimed lawfully.
- 171.3 Confirmed that Lolly Dawson attended 'Reaching your Target Markets' tourism workshop on 8th February 2022.
- 172 Business Matters.**
- 172.1 Town Councillors and Stalham Area Business Forum met, it was a good meeting with positive outcomes. The Council is moving forwards with the creation of a Business Plan/Strategy. This should demonstrate what Stalham is about, and also what it needs moving forwards.
- 172.2 It was RESOLVED to initiate the creation of a Stalham Chamber of Commerce. PROPOSED Cllr Toone, seconded Cllr Hood. This to be inclusive of



any business owner in Stalham or an adjoining Parish.

- 172.3 The meeting considered the instigation of a market. The Town Hall and possibly The Swan Car Park could be utilised, possibly an artisan market – bi-weekly or weekly. Next meeting.

173 Matters for reporting or Future Agendas.

- 173.1 Terms of reference and membership of all committees.
173.2 To consider the publication of a newsletter.

174 Dates of next meetings:

These meetings are subject to revision should COVID risks make change necessary.

In accordance with the Public Bodies (admission to meetings) Act 1960 the chair of the meeting may decide to exclude the press and public during consideration of the following item due to the confidential nature.

175 Staffing.

- 175.1 To consider and review current staffing provision. Staff to be consulted – next meeting.

1.

February 2022 payments.		nett	VAT	Total	
Norfolk County Council	Feasibility Study - Highways	£3,500.00		£3,500.00	
Cozens	December maintenance charge	£225.00	£45.00	£270.00	
Cozens	January Maintenance charge	£225.00	£45.00	£270.00	
eon	Town Hall - January	£77.62	£3.88	£81.50	
c t baker	miscellaneous	£81.52	£16.29	£97.81	
CDS	Burial Ground Design	£800.00	£160.00	£960.00	HOLD
eon	Town Hall - November	£110.90	£5.54	£116.44	
eon	Town Hall - December	£89.48	£4.47	£93.95	
garden guardian	millside and cemetery grass cutting/moss killing	£190.00	£38.00	£228.00	
NNDC	Mti return of unused funds.	£958.13		£958.13	
clearcheck	DBS checks * ALREADY PAID	£189.00	£21.80	£210.80	
viking	stationery - laminating	£31.26	£6.25	£37.51	
viking	stapler etc.	£87.25	£17.45	£104.70	
viking	stationery - first aid/accident book town hall	£31.28	£6.26	£37.54	
walnut tree catering	lunch buffet - sheriff visit	£150.00		£150.00	
collective community plan	January neighbourhood plan meeting	£450.00	£90.00	£540.00	
NNDC	Dog Bins - 104 collections.	£364.00	£72.80	£436.80	AWAITING CREDIT
NALC	becoming an effective councillor	£60.00	£12.00	£72.00	
Salaries	February	£5126.42		£5126.42	
		£12,746.86	£544.74	£13,291.60	

credit card.

toolstation	heaters	£103.27	£20.65	£123.92
flag co.	2 x jubilee flags	£26.97	£5.39	£32.36
		£130.24	£26.04	£156.28