



Draft Minutes of the **Meeting of the Town Council** held on Monday 10<sup>th</sup> January 2022 at 7.00pm in The Town Hall, High Street, Stalham.

Present: Councillors; K Bayes, M Green, R Hood, M Lilley, M McGeary, S Toone.

Clerk: Sarah Hunt

Two members of the public and County Councillor Nigel Dixon.

### **138 Minutes.**

The Full Council minutes dated 13<sup>th</sup> December 2021 were AGREED as a true and correct meeting with the correction of page 2 from 'Pauling' to 'Pauline'.

### **139 Apologies.**

Apologies were received and accepted from Cllr Gelinas – alternative commitment, Cllr Hanton – family commitment, Cllr Taylor – COVID related.

NOTED that the Council is able to co-opt for four vacancies.

### **140 Declarations of Interest.**

None.

### **141 Updates on matters not elsewhere on the agenda**

141.1 Tree works – all now completed from tree survey 2020.

141.2 Tree planting – two of the twelve trees are not correctly positioned. This is being followed up.

141.3 Donation for trees – not yet received.

141.4 Brumstead Road Streetlight – update. Payments received: £3,830.72 from Covea insurance and £250.00 excess from the client.

141.5 Credit Card – now received.

141.6 Land registration – Recreation Ground paperwork with Clapham and Collinge; Town Hall, Burial Ground and Millside registration instructed. All original documents delivered to Lucas and Wyllys, Great Yarmouth.

141.7 Cycle racks – NNDC discussing with Museum of the Broads. No installation date yet for Poppy Centre or Picnic Area – NNDC investigating.

141.8 Burial Ground Extension – CDS topographical survey has taken place.

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

141.10 Conifers in closed churchyard. Removal on order.

141.11 VAT Training. To take place on January 24<sup>th</sup>.

141.12 Update for Rialtus package to include charity accounts. On Order.

141.13 Precept request submitted. Additional information provided NNDC due to increase.

141.14 Town Hall Heating – awaiting quotation.

141.15 Stalham Town Trail Website. Actioned and now with Ionos.

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

141.17 Gates for closed Churchyard. Still outstanding.

141.18 Staithe Piling repair. Due between 26<sup>th</sup> January and 14<sup>th</sup> February.

### **142 Public Participation and Reports.**

142.1 County Councillor Nigel Dixon addressed the meeting:

Mr Nigel Dixon expressed that it is for NNDC to generate interest in local business development and units – should the Town Council be sending a message to NNDC.

The public consultation and responses to date have been concerning the affordable

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homes not the Care Facility. These are two separate applications. The current, adopted local plan details 3,000+sq metres of employment land that should be developed on that site, so demand must have been in place through valid market testing in 2008. How does this relate to that no longer being necessary, and what further investigations have been taken.

Where/How/What is the distribution of affordable housing across the district – where does Stalham stand in comparison with, for example, Holt. Whilst there is clearly a national requirement how is that distributed locally.

There are a number of Care beds across the care sector – how are those distributed around the District. Is this development addressing local need or District need with a disproportionate number being allocated to Stalham. It appears that the developer is applying across two applications but making them co-dependent.

142.2 District Councillors: Pauline Grove-Jones and Matthew Taylor offered apologies.

142.3 Members of the Public addressed the meeting with regard to the Lucinda House planning application.

### **143 Town Planning.**

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

143.1.1 PF/21/3369 – Meadow Way, Yarmouth Road, The Green, Stalham, NR12 9QF. Erection of detached chalet bungalow. It was resolved to reply; Not in keeping, overdevelopment, large footprint no garden, impinges neighbours amenity – privacy and light. Neighbours comment on fence to be supported.

143.1.2 PF/21/3389 – Lucinda House, Moor Lane, The Green, Stalham, NR12 9QD. Single and two storey extensions to dwelling to include internal/attached annexe.

143.1.3 Reconsultation: BA/2021/0451/COND – Wayford Park River Holidays, Wayford Road, Wayford Bridge. Incorporate shipping container into building, variation of condition 2 of permission BA/2017/0376/FUL. Retrospective. No comment to be submitted.

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

143.2.1 None.

143.3 PF/21/2021 – Land North East of Yarmouth Road, Stalham. A new residential development of 43 affordable houses comprising 22 affordable/shared ownership houses and one block of 21 affordable flats with associated landscaping, infrastructure and access. Letter to be sent – to be circulated to all councillors after the meeting for approval.

143.3.1 Update on request to Anglian Water. Cllr Matthew Baker to agree any further FOI.

143.3.2 NOTED that the plans were made publicly available on 16<sup>th</sup> and 18<sup>th</sup> December 2021 at the Town Hall.

143.4 Neighbourhood Plan – NOTED the next meeting is the 13<sup>th</sup> January 2022. Cllr R Hood to attend in the stead of Cllr K Bayes.

143.5 S106 meeting with NNDC officers. This continues to be chased.

### **144 Correspondence and Communications.**

Email	Vattenfall	Norfolk Boreas Offshore Windfarm Permitted.	Noted.
Email	NNDC	How to report Planning Enforcement issues – now on portal.	Noted.

**145 Amenities Matters.**

- 145.1 Community Payback. Cllr M Green met with a representative of the Youth payback team and identified that the painting of the fencing at the U8's at the Recreation Ground would be a suitable project along with litter picking when in attendance. One afternoon a week for three hours, facilities to be accessible. Risk Assessment and paperwork awaited from the Youth Offending Team.
- 145.2 Parking in Churchyard. Cllr K Bayes continues discussions.
- 145.3 Ditch Clearance at Staithe. Quotation to be obtained from Amis Piling to execute the works when they are on site at the end of the month.
- 145.4 Quotation to be sought for the installation of a picnic bench with disabled access on the green triangle at the Staithe.
- 145.5 Allotments – spraying of vacant plots to take place. Three half plots plus one full plot still being worked.
- 145.6 Two tenants accounts remain unpaid. Reminders have been sent. It was AGREED to give end of January as a final date and terminate the tenancies at that date if payment is not received.
- 145.7 Allotments; Email received from landowner prohibiting growing of Tomatoes and Potatoes for 'foreseeable future'. NOTED.
- 145.8 Numbering of plots in Burial Ground. There are reserved markers in some spaces that are no longer visible but have been exposed. A quotation is being sought for the numbering to be undertaken professionally.
- 145.9 Pond – NOTED that Bure Valley Conservation are scheduled to attend site on 19<sup>th</sup> January 2022.

**146 Financial.**

- 146.1 NOTED that Financial Reconciliations to date were circulated between meetings. All were initialled by the Chair.
- 146.2 A reconciliation was presented to the meeting showing:
 

Unity Bank	£29,9962.73
Nationwide Savers	£25,000.00
Natwest Business Saving	£ 2,630.69
Natwest Current	£43,952.71
- 146.3 RESOLVED to agree payments as presented. PROPOSED Cllr Toone, seconded Cllr McGeary.
- 146.4 NOTED that Target Trees tree planting invoice is still held pending relocation of two trees, site meeting scheduled for Thursday 13<sup>th</sup> January 2022. The quotation did not include for staking.
- 146.5 It was RESOLVED to make a donation to the Citizens Advice Bureau of £100.00. PROPOSED Cllr Bayes, seconded Cllr Hood.
- 146.6 RECEIVED notification from Natwest that all accounts with over £100,000 turnover will be chargeable from 5<sup>th</sup> February 2022. The Town Council account will start incurring



charges. It was AGREED not to change the account as the charges were not anticipated to exceed £150.00/year.

#### **147 Highways Matters.**

- 147.1 Registration of Public Right of Way. Update. The Clerk has received the paperwork from Norfolk County Council. To be completed.
- 147.2 Wildflowering of Verges. Cllr M Taylor. Next Meeting.
- 147.3 It was RESOLVED not site a bench under the Sycamore outside the school on the junction of Ingham and Brumstead Road.
- 147.4 SAM2. It was RESOLVED to request an additional site on Yarmouth Road. PROPOSED Cllr S Toone, seconded Cllr Bayes.
- 147.5 Feasibility Study. Update following site meeting. Cllr Bayes reported a positive meeting, with some issues being highlighted as maintenance and some as relevant for the study.
- 147.6 Devolution of verges for grass cutting to Town Council from Highways. Update. Cllr Hanton is due to meet with Council Officers.

#### **148 Administrative Matters.**

- 148.1 High Sheriff Visit. NOTED that this will take place on the 18<sup>th</sup> January. Details circulated.
- 148.2 It was RESOLVED to transition for Stalham to have a Town Mayor rather than a Town Council Chairman. PROPOSED Cllr Hood, seconded Cllr McGeary.
- 148.3 It was RESOLVED to purchase 2 x space heaters and 2 x oil fired radiators. These to be available to parishioners in difficulty. PROPOSED Cllr Lilley, seconded Cllr Green. Clerk to try and obtain energy efficient heaters.
- 148.4 It was RESOLVED to purchase a flag for the H M The Queens Platinum Jubilee. PROPOSED Cllr Toone, seconded Cllr Green.
- 148.5 It was RESOLVED to adopt the Scheme of Delegation as presented given the current COVID situation. Meeting locations to be decided individually. PROPOSED Cllr Bayes, seconded Cllr Toone.
- 148.6 Councillors Car Insurance – to note response from Council Insurance. Councillors are to advise their insurers of their position as Councillor to ensure cover is in place, the Council insurance does not cover Councillors using their cars whilst on Council business.
- 148.7 It was RESOLVED to the Play Inspection Company to undertake a repeat inspection December 2023 of the Recreation Field Play Areas and Millside at a cost of £225.00.
- 148.8 It was RESOLVED to commission a wooden wall plaque detailing all historical Chairmen of Stalham Town Council to be displayed in the Town Hall. PROPOSED Cllr Toone, seconded Cllr Baker.

#### **149 Market Towns Initiative.**

- 149.1 Disability Ramps: Update on premises inspections. Cllr M McGeary will be doing onsite inspections with the Occupational Therapist. Ramps will then be assessed and reviewed.
- 149.2 NOTED that those ramps due to be returned to date have been sent back.
- 149.3 NOTED that there is one ramp missing from the original order. No replacement has been ordered in case this ramp also needs returning.



149.4 Backpacks: Original Distribution list still not available to Clerk. Councillors to consider best use of materials purchased – library/school considered.

**150 Stalham Charities.**

150.1 It was RESOLVED to offer administrative support to the Charity by including the Secretary/Treasurer roles in the job description of the Town Clerk. Charity to be contacted to see if this would be sufficient.

**151 Town Hall.**

151.1 Internet/Phone Installation. Next meeting.

151.2 Building Valuation Report. It was RESOLVED that a desk-based valuation be sufficient. PROPOSED Cllr Toone, seconded Cllr Hood.

151.3 It was AGREED to site a Wherry on the front external wall of the Town Hall.

**152 Matters for reporting or Future Agendas.**

152.1 Terms of reference and membership of all committees.

**153 Dates of next meetings:**

Tuesday 11<sup>th</sup> January 7pm SNAP – Poppy Centre – Cllr Toone attending.

Tuesday January 11<sup>th</sup> – Stalham Area Business Forum, 7pm, ZOOM – Clerk attending.

Wednesday January 12<sup>th</sup> Amenities Committee – Poppy Centre, 7pm.

Thursday January 13<sup>th</sup> – Neighbourhood Plan – Poppy Centre, 7pm.

Monday January 24<sup>th</sup> – Trustee Meeting – Poppy Centre, 7pm.

Monday February 14<sup>th</sup> – FULL COUNCIL – Town Hall, 7pm.

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 RESOLVED to exclude the press and public during consideration of the following item due to the confidential nature.

**154 Staffing.**

154.1 Clerks Appraisal. To receive outcomes and objectives.

154.1.1 To continue to work to stay up to date with all and every aspect of the work undertaken on behalf of the Town Council and ensure that the Office can seamlessly pick up any current work at all times.

154.1.2 To achieve better use of the Parish Online Software.

154.1.3 To continue to review necessary staffing with the Council and ensure that the Council is effectively resourced.

154.2 Cleaners Contract of Employment. Agreed and issued.

154.3 It was RESOLVED to support the Assistant Clerk with CiLCA qualification. £410.00 to be paid for registration. Five additional hours/week to be paid from February 1st for 4 months. To be reviewed in the May meeting. Reports to be received at full Council of progress. PROPOSED Cllr Toone, seconded Cllr Hood.



The chairman closed the meeting at 9.28pm.

Payments January 2022.

North Norfolk Comm. Transport	Donation	£50.00		£50.00
nisbets	PPE/cleaning products etc.	£125.72	£25.14	£150.86
screwfix	padlocks/chain	£91.64	£18.32	£109.96
NNDC	Bus Rates - Burial Ground	£146.37		£146.37
viking	stationery	£87.25	£17.45	£104.70
refund to allotment holder	plot 9	£25.00		£25.00
r bell uk ltd	tree works	£3,700.00	£740.00	£4,440.00
cozens	monthly maintenance streetlight	£225.00	£45.00	£270.00
collective community planning	neighbourhood plan	£1,450.00	£290.00	£1,740.00
cds	topographical survey	£850.00	£170.00	£1,020.00
refund dup allotment payment	plot 2	£70.20		£70.20
vodafone	mobile - Dec	£23.61	£4.72	£28.33
vodafone	mobile - Nov	£23.61	£4.72	£28.33
play inspection co.	annual inspection	£225.00	£45.00	£270.00
sarah Hunt expenses		£68.79	£6.99	£75.78
lolly Dawson expenses		£18.90		£18.90
npower (used to be eon)	streetlights	£451.53	£90.31	£541.84
wave	allotments	-£4.39	-£0.73	-£5.12
homeworking allowance		£17.38		£17.38
Salaries	january	£4,691.27		£4,691.27
Citizens Advice	donation	£100.00		£100.00
		£12,497.02	£1,456.92	<b>£13,953.94</b>

\* Approved December meeting and already paid.

Sarah Hunt Refund:

amazon	wall anchor	£11.90	£2.38	£14.28
tesco	stationery/gift	£23.04	£4.61	£27.65
post office	postage	£3.85		£3.85
meales	gardening token	£30.00		£30.00
		£68.79	£6.99	<b>£75.78</b>