

STALHAM TOWN COUNCIL

Minutes of the meeting held on 9th November 2020 held via zoom online facility.

Present: Mrs Eden, Mrs Baker, Miss Baverstock, Mr Bayes, Mrs Gelinas, Mrs Green, Mr Hanton Mr. Lilley, Mr McWilliams, Miss Morgan, Mr Toone & Mr Wilson.. District Councillor Mrs Grove-Jones, County Councillor Mr Dixon, and one member of the Public. Two Clerks in attendance.

- 382. Minutes:** Council approved as an accurate record of the meeting, the minutes of the 12th October 2020.
- 383. Apologies** - Miss Thomas, received and accepted.
- 384. Town Clerk vacancy**
- a. **Resolved: To appoint Mrs Sarah Hunt from 1st November 2020**
Proposed: Mr Hanton. Seconded: Mr Toone. Unanimously approved
- b. Approved amended contract as circulated. To be signed in due course.
- c. **Resolved: To approve all notifications of change of Clerk and contact details to outside bodies including bank mandates.**
Proposed: Mr Lilley. Seconded: Mrs Baker. Unanimously approved
- 385. Matters Arising:** To receive updates on items not included on the agenda
Mr Wilson reported on the Police & Crime Commissioner's Q&A session.
Miss Morgan reported on the Placemaking seminar.
Mr Toone appointed to the Finance, Admin and GDPR Committee.
- 386. Declaration of Interest**
Town Hall Management Committee: Mrs Eden, Mrs Baker and Mr. McWilliams.
- 387. Public Participation and Reports from Norfolk Constabulary County and District Councillors**
Mr Dixon highlighted the NCC Budget consultation.
Mrs Grove-Jones reported that a Stalham planning application is the subject of an appeal and that the District Council had discussed the conservation area at the Staithe, commenting favourably on the partnership work that had resulted in the improvements.
- 388. Town Planning**
- a. Applications received PO/20/1882 Site Adjacent to 14, Calthorpe Close, Stalham, NR12 9EE Outline permission for 2 bed bungalow. Response: considered this and agreed that there was a lack of amenity space and the proposal would be an overdevelopment of the site.
Application for Works to Trees BA/2020/0372/TCAA Pond House The Staithe.
Members discussed this and agreed to support the application.
- 389. Chairman's Announcements**
Mrs Eden reported that the Town Council had not been able to attend the Churchyard for the brief wreath laying on Sunday 8th November 2020. She then thanked the outgoing Clerk for her service to the Council over the last seven and a half years.
- 390. Correspondence & Consultations**
- a. To consider appointing a representative for Norfolk ALC- no one at present.
- b. Clothes bank proposal from NNDC- members considered this and agreed that there was no appropriate site in Stalham presently and that the Stalham Fire Service already had a clothes bank.
- c. NCC Annual Budget Consultation. Members had received notification of this and did not wish to respond.
- 391. General Purposes Committee**
- a. To note receipt of unapproved minutes and approved resolutions.
- b. **Resolved: To complete street light repairs at cost of £790**
Proposed: Mr Bayes. Seconded: Mr Toone. Unanimously approved
To purchase new allotment site notice board £101 plus delivery
Proposed: Mrs Baker. Seconded: Mrs Gelinas. Unanimously approved
To approve the quote for specification for SAM 2 as circulated. Town Council contribution £ 1664 (50% of cost)

To apply for Parish Partnership bid for 201/22 for SAM2

Proposed: Miss Baverstock. Seconded: Mrs Gelinas. Unanimously approved

To accept recommended quote from contractor Target Trees for planting 12 trees to replace those removed from Burial Ground.

Proposed: Mr Bayes. Seconded: Mr McWilliams. Unanimously approved

392. Town Hall

a. No formal report.

b. Resolved: that Town Hall utility supplies to be moved to the Town Council from 01/01/21

Proposed: Mr Lilley. Seconded: Mr Bayes. Unanimously approved.

c. To confirm insurance position and any additional costs- Clerk to advise the December meeting.

393. Market Towns Initiative.

a. Update – the Jan Mark Board will be installed shortly.

The arch board is in the design stage.

Miss Baverstock advised that the Firehouse Museum items were progressing well and should be completed shortly.

394. Stalham Staithe.

a. Land outside Staithe House- nothing to report.

395. To receive a financial report

a. **Resolved: To authorise payments and notification of income** (see appendix 1)

Proposed: Mrs Baker. Seconded: Miss Baverstock. Unanimously approved

b. Budget report to date – noted.

c. To consider appointment of Internal Auditor for 20/21 – **RESOLVED** to delegate the decision to November Finance, Admin & GDPR Committee.

396. Clerk's Report

a. **Resolved: To approve request for Town Council mobile phone £15 plus monthly costs of £25. 36 month contract. (both amounts "up to")**

Proposed: Mr Bayes. Seconded: Mr McWilliams. Unanimously approved

b. **Resolved: To approve £160 to move photocopier.**

Proposed: Mr Toone Seconded: Miss Baverstock. Unanimously approved

397. Matters for reporting or future agenda.

Members noted receipt of Tree Risk Assessment and necessary urgent work.

398. Dates of next meetings Leisure Committee 23.11.20 Finance & Admin 30.11.20 Town Council 14.12.20

Meeting closed at 20.20

Appendix 1

Date paid	Payee Name	Reference	Amount Paid	Transaction
09/11/2020	SLCC Enterprises L	1544	123.80	publication
09/11/2020	Norfolk Pension Fu	1545	624.38	Pension conts
09/11/2020	Susan Wellerd	1546	1798.34	salary etc
09/11/2020	HMRC	1547	1253.21	Tax & NI
09/11/2020	Sarah Hunt	1548	1476.48	salary etc
14/11/2020	Norfolk Pension		604.70	pension conts
15/11/2020	Cozens (UK) LTDSO		270.00	Street light
9.11.20	Fitzpatrick Woolm	1549	1202.40	mti 3
9.11.20	Target trees	1550	720.00	risk assessment
9.11.20	Eon	1551	436.87	Street light energy
9.11.20	A Wragg	1552	12.99	paint
9.11.20	CGM	1553	519.84	grounds mtnc
	Total Payments		9043.01	

Receipt Ref	Name of Payer		A/c	Centre			
bacs	Banked:	05/10/2020					
bacs	allotment	43.7	1600	600	33.5	rent	
bacs	Banked:	05/10/2020					
bacs	SYFC	300	1130	100	300	football club rent	
bacs	Banked:	13/10/2020					
bacs	Allotment	43.3	1600	600	33.1	rent	
bacs	Banked:	13/10/2020					
70	allotment	27	1600	600	16.8	rent	
424	Banked:	20/10/2020					
	various	217.1	1600	600	166.1	rent	
425	Banked:	20/10/2020					
	various	54	1600	600	33.6	rent	
bacs	Banked:	26/10/2020					
66	allotment	22	1600	600	16.8	allotment	
bacs	Banked:	27/10/2020					
67	allotment	34.5	1600	600	33.5	RENT	
bacs	Banked:	28/10/2020					
	HMRC	3103.38	115	999	3103.38	vat repayment	
426	Banked:	09/11/2020					
64	various	17.95	1600	600	16.8	plot 9	
427	Banked:	09/11/2020					
65	Allotment	43.7	1601	600	10.2	allotment	
			1600	600	33.5	rent plot 7	