



Minutes of the **Meeting of the Town Council**
held on Monday 11th July 2022 at 7.00pm
in The Town Hall, High Street, Stalham.

Present: Cllrs K Bayes (chair), M Green, P Hanton, R Hood, M McGeary, G Palmer (part), M Lilley, C Scrivner, M Taylor, S Toone, M Willoughby.

3 members of the public.

Clerk: Mrs Sarah Hunt.

38 Co-option.

Mr Garry Palmer was Co-opted onto the Council, Proposed Cllr P Hanton, seconded Cllr M Green. Cllr Garry Palmer signed a declaration of acceptance of office and joined the meeting. One vacancy remains.

39 Apologies.

39.1 Apologies were received and accepted from Cllr C Gelinis - health.

40 Minutes.

The minutes of the Full Council meeting dated 13th June 2022 were AGREED subject to the change that Cllr R Hood had been marked present and was absent. The minutes were changed by hand and signed by the Chairman.

41 Declarations of Interest.

Cllr M Taylor declared an interest in Item 7 due to his membership of the Planning and Development Council at North Norfolk District Council and did not take part in any discussion or vote.

Cllr C Scrivner declared an interest in Item 7.2.1 – neighbouring property.

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

- 42.1 Update for Rialtus package to include charity accounts. Meeting held with Rialtus – accounts structure awaited.
- 42.2 Community Payback – Risk Assessment and insurance provided.
- 42.3 Wall Plaque for Town Hall – in hand. Second visit to Archive necessary.
- 42.4 Registration of Public Right of Way – evidence forms distributed, 24 received back to Council. To be submitted.
- 42.5 Additional SAM2 site. Form to be submitted to Highways.
- 42.6 Community Resilience Plan. Ongoing.
- 42.7 Town Hall telephone/internet – now installed. Phone number 01692 780398. S106 money to be claimed.
- 42.8 Newsletter – printed and being distributed.
- 42.9 Staithe Head piling – email sent to Amis. Site meeting to be requested.
- 42.10 Stalham Market – 24th July. Road Closure granted, licence granted. 35 Stalls confirmed.
- 42.11 Town Hall window repair did not take place – unit rejected. New date awaited.
- 42.12 Town Hall heating – still awaiting additional quotation from Bowers and Barr, Great Yarmouth. Noted that the original quotation will increase between 5 – 10% and need reviewing.

43 Public Participation and Reports.

- 43.1 The meeting received a short presentation from Mr John Daulby – Chair, Sutton Parish Council, regarding the developments on the land off Great Yarmouth Road and the impact on traffic movements in the area. The A149/Tesco junction is an accident blackspot and to avoid this junction many vehicles are using the old Yarmouth Road through Sutton as a rat run and joining the A149 further towards Great Yarmouth. The SAM camera is providing data showing over 2,000 vehicles a day, with speeds of up to 60mph in a 30mph zone. The Town Council was asked for their support to work together on this issue.
- 43.2 County Councillor Nigel Dixon agreed that County Council highways have let the local area down historically. This needs to remain on the agenda for local Councils. Project Planning ideas need to be brought forwards. Whilst the planned works at the Tesco/A149 junction partly mitigate the risk it may be necessary to engage with Norfolk Co Co for longer term solutions.
- 43.3 District Councillors: Pauline Grove-Jones sent apologies. Matthew Taylor confirmed that although the officer at NNDC thought an application had been submitted to the High Street Task Force Grant for funding to be available for Stalham this had not gone through. Cllr Taylor reported that he was in discussion with County Broadband Openreach to bring Fibre Broadband to Stalham.
- 43.4 Police – Next SNAP meeting Friday 29th July at 6.30pm at the Town Hall.
- 43.5 Members of the Public. None.

44 Town Planning.

- 44.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority. Cllr M Taylor did not speak or vote on any planning matters.
- 44.1.1 PF/22/1201 – 5 St Mary’s Rd, Stalham, NR12 9DU. Single storey front/side extension and two storey rear extension to dwelling. No comment to be made.
- 44.2 To receive notification of Planning decisions taken by North Norfolk District Council and the Broads Authority received before the meeting.
- 44.2.1 PF/21/3389 – Lucinda House, Moor Lane, The Green, Stalham, NR12 9QD. Single and two storey extensions to dwelling to include internal/attached annexe. This was APPROVED at NNDC Committee. It was NOTED by the meeting that both District Councillors representing Stalham abstained from voting at the Committee Meeting.
- 44.3 Neighbourhood Plan – Minutes circulated from 16th June meeting. Next meeting 21st July 2022. This is led by Members of the Public and is going very well.
- 44.4 Report from Anglian Water Meeting – Tuesday 21st June 2022. Cllr K Bayes reported a very positive meeting addressing both the supply of fresh and handling of waste water. This addressed concerns raised locally. Article to be sought for next newsletter.

45 Correspondence and Communications.

| | | | |
|-------|------|--|---|
| Email | NNDC | Net Zero Strategy and Action Plan | Should be incorporated as part of Strategy. |
| Email | NNDC | Update on High Street Task Force Grant application | This was not submitted by NNDC. |

46 Amenities Matters.

- 46.1 The minutes from meeting 27th June 2022 were RECEIVED and NOTED.
- 46.2 The meeting considered the following recommendations:
- 46.2.1 That 4 No. additional noticeboards be erected. It was AGREED that this would improve communication, but that installing 2 should be looked at initially. Clerk to provide costs. Staithe and Tesco to be looked at.

- 46.2.2 Costings for metal backing being added to existing noticeboards to enable magnet instead of pin attachment to be brought to next meeting.
- 46.2.3 Costs for three-bin compost area to be constructed on the allotment site to be brought back to Council.
- 46.2.4 It was AGREED that a community volunteer group be co-ordinated by the Council with an open morning on Saturday 3rd September 2022 10am to 12 midday.
- 46.3 Textile Bank – to confirm if there is currently a bank in the High Street Car Park. To agree to enrol on the Norfolk County Council approved recycling scheme if a bank is to be installed.
- 46.4 The meeting considered works to the footpath to the Church Rooms -to be revisited when new incumbent in post.
- 46.5 To consider the purchase of a ride own mower. Next Meeting with risk assessments, costings and information regarding moving the mower around the Parish.
- 46.6 The plaque wording was AGREED as submitted and it was agreed to order three - one for each of the donated trees.

The meeting ceased at 8.27pm and was reconvened at 8.40pm.

47 Financial.

- 47.1 It was RESOLVED to make Payments as presented. PROPOSED Cllr Toone, seconded Cllr McGeary.
- 47.2 The Council considered adopting the Public Open Space at Hopkins Development. This would come across with £170,000 of S106 money attached. It was RESOLVED to take on the site from NNDC PROPOSED Cllr M Taylor, seconded Cllr M McGeary.
- 47.3 Minutes of Financial Committee 28th June 2022. Next Meeting.
- 47.4 To agree the following policies.
 - 47.4.1 Internal Financial Control Checklist. AGREED as presented.
 - 47.4.2 Internal Control Document. AGREED as presented.
 - 47.4.3 Reserves Policy – It was AGREED this was not needed currently.

48 Administrative Matters.

- 48.1 To receive update on Crest/Coat of Arms. Awaiting design. Cllrs Hood and Taylor/Lolly Dawson Asst Clerk).
- 48.2 It was RESOLVED to buy the mayoral chain as presented for the sum of £672.00. PROPOSED Cllr McGeary, seconded Cllr Hood.
- 48.3 Living Memorial at the Recreation Ground. Cllr M Green. Next Meeting.
- 48.4 The committee meeting dates for 2022/23 were AGREED as presented.
- 48.5 Cllr M Willoughby reported on the induction training with NPTS that it was clear and informative.
- 48.6 To confirm the Clerk attended the NNDC Town and Parish Engagement session on Monday 4th July. Next session 10th October focusing on elections 2023.
- 48.7 Merchant Navy Day – 3rd September. It was AGREED to fly the Red Ensign. The Clerk will email out in future the flags that are intended – if any councillor wishes to object to any flag being flown they are to contact the Clerk.

49 Market Towns Initiative.

- 49.1 Disability Ramps: Update. Cllr M McGeary reported that two ramps are to be provided – To Boots and Eden. Nexus Ramps are a Suffolk based company and are due to quote. It was AGREED that the Clerk should order these on receipt of quotation.

50 Highways Matters.

- 50.1 The meeting discussed the Tesco/A149 junction and agreed to work with Sutton Parish Council and outside agencies. Currently there is work programmed to improve the visibility splays, and a change to the bus layover point from the layby on the A149

to the layby at the end of the High Street. There is a meeting to be scheduled with Highways representatives, Sutton and Stalham Councils and County Councillor Nigel Dixon.

50.2 Parish Partnership Scheme 2022/23 50/50 funding from Norfolk County Council invitation was received by the meeting. To be considered by Strategy meeting.

50.3 Road Safety Community Fund – to consider any potential projects to request to be put forwards. To be reviewed.

Possible highways projects to include: Gateways, boats, flower beds, brick planters.

51 Strategy - Projects.

Levelling Up – Fakenham and Cromer have been in receipt of projects through the Levelling Up Fund. Reply to be sent to NNDC – KB to draft and send to Clerk.

51.1 **Policies** – All taken as one.

51.2 Memorial Bench Policy

51.3 Press Policy

51.4 Grant Policy & Application Form as recommended by Finance.

51.5 Lone worker policy & risk assessment

51.6 Complaints Policy

51.7 Co-option policy

51.8 Social Media Policy

All PROPOSED Cllr Scrivner, seconded Cllr Hood and AGREED.

52 Items for next agenda.

Standing Orders

Financial Regulations

Financial Risk Assessment

Events Committee Terms of Reference

53 Dates of next meetings:

Business Forum – Tuesday 12th July at 7pm – Swan Inn.

Neighbourhood Development Plan – Poppy Centre – Thursday 21st July at 7pm Poppy Centre.

Market Sunday 24th July 2022.

Stalham Trustee Meeting Monday 25th July 2022. 7pm Poppy Centre.

Stalham Town Council Meeting, Monday 8th August 2022 at 7pm -Town Hall.

Payments: July 11th 2022 Full Council meeting.

| | | nett | VAT | Total |
|--------------------------|----------------------------------|-------------------|----------------|-------------------|
| Natwest | Bank Fees - Current Account | 22.39 | | £22.39 |
| Darren Boden | June Grass Cutting | £265.00 | | £265.00 |
| Harrod Sport | Pro Forma - Goal Posts | £969.51 | £193.90 | £1,163.41 |
| coll.comm. Planning | neighbourhood plan mtg 16.6 | £350.00 | £70.00 | £420.00 |
| eon | town hall | £79.01 | £3.95 | £82.96 |
| Cozens | Streetlight Maintenance June | £225.00 | £45.00 | £270.00 |
| Century Printing | Newsletters - 1,800 | £437.00 | | £437.00 |
| Vodafone | June telephone | £25.38 | £5.07 | £30.45 |
| Vodafone | May telephone | £25.38 | £5.07 | £30.45 |
| NPTS | Training - M Willoughby | £85.00 | | £85.00 |
| DJM Digital | Stalham Through Time DVD Copying | £62.50 | £12.50 | £75.00 |
| Viking | step ladder | £154.00 | £30.80 | £184.80 |
| Viking | stationery | £90.73 | £11.35 | £102.08 |
| Wave water | Town hall Water | £2.09 | | £2.09 |
| eon | Streetlights June | -£232.37 | -£11.62 | -£243.99 |
| Community Action Norfolk | Play Area Inspection Training | £40.00 | | £40.00 |
| Wave water | allotment water | £31.23 | £1.56 | £32.79 |
| npower | May streetlight charges | £320.10 | £64.02 | £384.12 |
| staffing | July salary expenses | £7,012.00 | | £7,012.00 |
| Sarah Hunt | Expenses | £311.11 | £37.28 | £348.39 |
| May Credit Card | | | | £271.97 |
| | | £10,252.67 | £468.88 | £10,721.55 |

S Hunt Expenses:

| | | | |
|---------------------------|---------|--------|----------------|
| Road Closures | £81.10 | | £81.10 |
| Nisbets - footstool/rolls | £153.97 | £30.79 | £184.76 |
| knights trophies | £5.00 | | £5.00 |
| printed today - banners | £50.04 | £6.49 | £56.53 |
| events licence | £21.00 | | £21.00 |
| | | | £0.00 |
| | £311.11 | £37.28 | £348.39 |

The meeting closed at 9.28pm

Signed:

8th August 2022