



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 11th DECEMBER 2023 AT THE TOWN HALL.

Present: Cllrs: K Bayes (Chair) Cllrs: M Green, S Toone, R Hood,
M McGeary, P Hanton, M Willoughby, M Taylor and C Scrivner

Members of Public: – 4

Clerk: Ms D. Joy

MINUTES

The Chair informed members that the meeting was being recorded.

01 Apologies for Absence

None

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

Cllr Bayes declared and interest in Item 7.6 and did not request a dispensation to speak and vote.

Cllr Taylor declared and interest in Item 7.6 and did not request a dispensation to speak and vote.

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from the Full Council Meeting on the 9th October 2023.

The motion was proposed, the motion was seconded,

Members **AGREED** the minutes from the Full Council Meeting on the 9th October 2023.

3.2 To adopt the minutes of the Amenities Committee held on the 6th November 2023.

The motion was proposed, the motion was seconded,

Members **AGREED** to **ADOPT** the minutes from the Amenities Committee on the 6th November 2023.

04 **Mayors Report**

Remembrance Sunday, many thanks to the British Legion on such a well organised and fitting tribute to those who lost their lives in various conflicts. The procession through the high street was well attended and made even more special by the stopping at the recently installed memorial bench for Richard Dunkley. Also, on the buffet that they provided to the community in the Swan afterwards, providing parishioners as time to reflect.

During November, Phil and I went litter picking on Brumsted Road, the High Street and St John Road. It was good to see that there was low levels of litter.

Hedge Cutting, Phil, Val and I recently cut the hedge of the closed cemetery on Brumsted Road and at the same time cut back the vegetation from the old primary school which was growing significantly across the pavement.

Yuletide Market, Congratulations to SABF for the hard work in putting on such a brilliant seasonal market, although the weather was cold and wet the festive spirit was very much in the air

It is lovely to see the memorial bench for Gordon (Fizz) Flaxman has been fixed in place in an area where he was often seen chatting and lived most if not all of his life.

Litter bin has been secured on a concrete base at the bus stop on the A149

Council Christmas Party, excellent evening had by all last Saturday, many thanks to Catharine for organising and many thanks to the Swan for looking after us.

Visit To London, Thanks to council Taylor for organising an excellent visit of Parliament.

Congratulations to Stalham Fire Brigade on being highly commended for saving the life of a fellow colleague who had suffered a cardiac arrest and the NHS and Emergency Service Personnel of the year.

The Newsletter has been successfully completed and ready to be delivered prior to Christmas, we have also ordered enough copies to place them in various outlets and businesses across the parish, many thanks to Phil and Century Printing for their efforts in bring this together in such a short space of time.

Interviewed and successfully appointed out new Administrator, Julie Hodds who will be starting in the new year.

Well done to Phil and Glenn for raising over £400 for the Mens Shed and last Saturday for the Poppy Centre

05 **Public Participation Time**

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed, the motion was seconded, Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

County Councillor Dixon gave his report.

District Councillor Taylor gave his report.

Cllr McGeary and Cllr Taylor entered the meeting.

A member of the public informed the meeting of the vandalism of trees planted. A member of the public thanked the Council for the new bin at the bus stop on the A149.

District Councillor Vardy gave a report on NNDC's plans for Net Zero and what it means for Stalham.

The motion was proposed, the motion was seconded, Members **AGREED** to resume the meeting.

06 **MATTERS FROM PREVIOUS MEETINGS**

To report on progress on items from previous meetings. No decisions may be taken.

- 6.1 All agreed minutes filed.
- 6.2 All payments authorised.
- 6.3 Structural engineer instructed to start work on the office.
- 6.4 No recommendations received for the Parish Partnership
- 6.5 Meeting with NNDC re Hopkins Homes arranged.
- 6.6 NNDC sent Councils' precept for 2024/2025
- 6.7 Utility Aid information in progress
- 6.8 Arnold Baker purchased.
- 6.9 Website and emails in progress

07 Amenities

- 7.1 Update on Millside playground inspections and to consider and agree any actions.
Cllr Hanton informed the meeting that the grass just needs cutting.
- 7.2 Update on the Councils tree report, and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** to complete the recommendations within the time scales given.
- 7.3 Update on the Town Halls Fire Risk Assessment report, and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** for Cllr Hood to put together and action plan and report back to the Amenities committee.
- 7.4 Update on the legionella report and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** for Cllr Hood to put together and action plan and report back to the Amenities committee.
- 7.5 Update on Councils asbestos report and to consider and agree any actions.
The Mayor informed the meeting that there is no asbestos in the Town Hall, but
The motion was proposed, the motion was seconded,
Members **AGREED** to the recommendation in the report.
- 7.6 Update on Hopkins Homes and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** to not adopt the Hopkins Homes site due to the cost and liabilities raised.

08 Finance & General Purposes Committee

- 8.1 To consider and agree September's reconciliations of bank accounts.
The Clerk informed the meeting that these had not be completed due to not having the relevant documentation. This will be on January's meeting for members to consider and agree.
- 8.2 To consider and agree November's and December's payments and Octobers and Novembers Income.
The motion was proposed, the motion was seconded,
Members **AGREED** November's and December's payments and Octobers and Novembers Income.
- 8.3 To consider and agree if to pay for the Towns Christmas Trees.
The motion was proposed, the motion was seconded,
Members **AGREED** to donate £90 as requested.
- 8.4 Update on Councils credit card and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** to apply for a Unity Credit Card with a limit of £1000 and for these to be in Cllrs Schrivner and Bayes name.
- 8.5 Update on the Household Community Fund and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** for Cllr Bayes to write a strong email to Norfolk Community Foundation explaining Councils position on the grant funding.
- 8.6 To consider and agree donating to the RBL.
The motion was proposed, the motion was seconded,
Members **AGREED** to donate £100.00 to Stalham's Royal British Legion.

09 Training

None

10 Policies, Documents and Communications.

10.1 To consider and agree Councils meeting dates for 2024.

The motion was proposed, the motion was seconded,

Members **AGREED** the following:

To not have a meeting in August

To place quarterly Employment meetings in January, April, August, and December

To have bi-monthly Events meetings.

10.2 To consider and agree the format for workshops for volunteer groups.

The motion was proposed, the motion was seconded,

Members **AGREED** to defer till January's Full Council until feedback is received.

10.3 Update on advice re the Stalham and Brumstead Recreation Ground Charity, and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** for Cllr Bayes to go back to Rebecca Matthews.

10.4 To consider and agree if to participate in the Community Ownership Scheme.

The motion was proposed, the motion was seconded,

Members **AGREED** for Cllr Taylor to put together the application for this fund for the land next to NNDC's car park, and report back to Council.

10.5 Update on the County's bus services and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** for Cllr Bayes to put together Councils response highlighting the education, employment, and environmental implications of the new service.

10.6 To consider and agree Councils Biodiversity Policy.

The motion was proposed, the motion was seconded,

Members **AGREED** Councils Biodiversity Policy and will review this in the new year.

10.7 To consider and agree Councils arrangements for Christmas.

The motion was proposed, the motion was seconded,

Members **AGREED** the following:

To distribute Christmas cards to businesses, volunteer groups and volunteers, Cllr Toone to organise.

To donate Christmas cakes to Sydney House, Cllrs Green and Hanton to organise.

To organise a thankyou for volunteers who have assisted Council throughout the year, Cllrs Green and Hanton to organise.

10.8 To consider and agree Councils actions for Net Zero.

Not voted on.

11 Events

11.1 To consider and agree if to hold a D-Day event.

The motion was proposed, the motion was seconded,

Members **AGREED** to hold a D-Day event.

The Clerk asked members to respond to the email with the discussed proposal by the 14th December.

12 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

None

13 Correspondence

To consider correspondence received by the Council and agree responses thereto.

- 13.1 Email from NNDC re BT's decision to remove the phone box.
The motion was proposed, the motion was seconded,
Members **AGREED** to respond requesting that this phone box is not removed.

14 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to legal and contractual issues.

The motion was proposed, the motion was seconded,
Members **AGREED** to resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and contractual issues,

- 14.1 To consider and agree the quote for Councils streetlights at the recreation ground.

The motion was proposed, the motion was seconded,
Members **AGREED** the quote for Councils streetlights at the recreation ground.

- 14.2 Update on Employment issues and to consider and agree any actions.

Cllr Green updated members on Employment

The motion was proposed, the motion was seconded,
Members **AGREED** the candidate for the Administrative Assistant.

- 14.3 To adopt the minutes of the Employment Committee meeting held on the 21st November 2023.

The motion was proposed, the motion was seconded,
Members **ADOPTED** the minutes of the Employment Committee meeting held on the 21st November 2023.

- 14.4 To adopt the minutes of the Employment Committee meeting held on the 6th December 2023

The motion was proposed, the motion was seconded,
Members **ADOPTED** the minutes of the Employment Committee meeting held on the 6th December 2023

- 14.5 To consider and agree the quotes for the office.

The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to obtain the following:
A breakdown if cost for each item quoted for and labour.
To include the repositioning of the electrical sockets.

15 Date of Next Meeting

- 15.1 To confirm that the date of the next Meeting of the Town Council will be on the 15th January 2024 at 7pm at the Town Hall.

MEETING CLOSED: 21:27PM

CHAIR: _____

DATE: _____

Decemblers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
205	Natwest	D/D	Bank charges 1.9.23-2.11.23	£0.70	S.Toone		K.Bayes	
206	EON	D/D	Electric Town Hall 24.9.23-1.10.23	£66.73	S.Toone		K.Bayes	
207	Vodafone	D/D	Mobile 10.11.23-9.12.23	£39.87	S.Toone		K.Bayes	
208	Sage Payroll	D/D	Payroll 16.11.23-15.12.23	£8.40	S.Toone		K.Bayes	
209	N Power	D/D	Electric Street lights October 2023	£1,282.00	S.Toone		K.Bayes	
210	S Ayling	Online	Town Hall Cleaning - Nov	£128.00	S.Toone		K.Bayes	
211	Cozens	Online	Street lights November	£270.00	S.Toone		K.Bayes	
212	Doreen Joy	ONLINE	Locum costs	£1,896.66	S.Toone		K.Bayes	
213	HMRC	D/D	PAYE 6.10.23-5.11.23		S.Toone		K.Bayes	
214	ID Asbestos	Online	Town Hall report	£894.00	S.Toone		K.Bayes	
215	Paston Chase	Online	.GOV Website name	£180.00	S.Toone		K.Bayes	
216	NALC	Online	Accounts analysis	£16.20	S.Toone		K.Bayes	
217	Rainbow	Online	Stationary	£153.71	S.Toone		K.Bayes	
218	Westcostec	Online	Brackets for SAM2	£196.20	S.Toone		K.Bayes	
219	Canham Consulting	Online	Survey and report office floor	£1,410.00	S.Toone		K.Bayes	
220	Stalham DIY	Online	Cable ties and tent pegs	£17.45	S.Toone		K.Bayes	
221	BBT	Online	To fit bin and benches	£405.00	S.Toone		K.Bayes	
223	S Toone	Online	Items for Burial ground	£22.62	C Scrivner		K.Bayes	
Agreed at Full Council on 11.12.23						Chair Sign:		
						RFO Sign:		