



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

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

Members of Public: – 24

Clerk: Ms D. Joy

**MINUTES**

The Chair informed members that the meeting was being recorded.

**01 Apologies for Absence**

Cllr Willoughby – away

The motion was proposed, the motion was seconded,  
Members **AGREED** to accept Cllr Willoughbys' apologies.

**02 Declarations of Interest and requests for Dispensations**

Cllr Toone declared an interest in Item 8.2. Did not require to speak or vote.

**03 Minutes of Previous Meetings**

**3.1 To agree and sign the minutes from the Full Council Meeting on the 14<sup>th</sup> August 2023.**

The motion was proposed, the motion was seconded,  
Members **AGREED** the minutes from the Full Council Meeting on the 14<sup>th</sup>  
August 2023.

The Chair signed the minutes.

**3.2 To adopt the minutes of the Amenities Committee held on the 4<sup>th</sup> September 2023.**

The motion was proposed, the motion was seconded,  
Members **AGREED** to **ADOPT** the minutes of the Amenities Committee held on  
the 4<sup>th</sup> September 2023.

**3.3 To adopt the minutes of the Events Working Group held on the 30<sup>th</sup> August 2023.**

The motion was proposed, the motion was seconded,  
Members **AGREED** to **ADOPT** the minutes of the Events Working Group held on  
the 30<sup>th</sup> August 2023.

#### **04 Chairmans Report**

Congratulation to the Stalham Business Forum on another success Vintage Market – which I believe was one of the most successful and a great follow up from the Fringe Festival – particular thanks to Di Cornell

Apologies for the delay in our Community Newsletter – We are hoping to produce on next issue for October – They will be produced quarterly throughout the year from now on, councillor Hanton has volunteered to be our interim news editor.

Thanks to Darren Boden who at short notice cleaned the high street of weeds in advance of our summer visitors and the festival/markets that were planned. And also cut back and cleared the overgrowth beside the pavement on the Old Yarmouth Road which had been impacting the safe use of the pavement.

Parish Council is in the process of providing benches at certain locations in the high street to enable residents to take a break when out and about in the town, this includes the Coronation bench gifted by NNDC. This is planned to be in sited at some point in 2024 once the bench is received.

Community Volunteer Event – The council are keen to organise and support an event for all our community organisations that are struggling to recruit volunteers. The event will highlight the benefits of volunteering – and organisation will be asked to provide details of the opportunities such as times and skill set that they are looking for within the roles available.

The Council is running regular parish council clinics on Saturdays, first one is this coming Saturday (16<sup>th</sup>) 9-11am - where residents and businesses will be able to meet councillors and can chat over concerns or issues or just meet them over a cup of coffee or tea. Great opportunity to discuss or inquiry about becoming a parish councillor.

New community information board is planned for town hall for all groups and organisation to promote what is on or coming up in our parish.

We are pleased to confirm that we are working closely with Stalham Town Football Club to promote and provide access to sports facilities whilst upgrading facilities at River Park – we hope this will continue to provide community access to the recreation ground through the development of a wider offer.

## **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 suspended Standing Orders 2f to allow all members of the public present to speak.

District Councillor Taylor gave his report and an update on the proposed closure of Stalham's High Street.

County Councillor Dixon gave his report and an update on the proposed closure of the High Street.

Members of the public voiced their concerns over the proposed closure of Stalham's High Street.

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 Noticeboards refurbishment completed.
- 6.4 Awaiting Sutton on reply re joint meeting for the A149.
- 6.5 Awaiting reply from Parish Partnership re possible scheme.
- 6.6 Mays internal audit completed.
- 6.7 Structural engineer visited Council office.
- 6.8 Verge cutting officially taken on and forms sent to County Council.
- 6.9 Additional £30.00 donation made to Stalham Men's Shed.
- 6.10 Good Councillors Guide to Employment received.
- 6.11 Locum Clerk booked on Cemetery Training.
- 6.12 Financial Risk Assessment updated.
- 6.13 On NALC's waiting list for.GOV.UK pilot scheme.
- 6.14 Lone Working Policy updated.
- 6.15 Meeting for Artisan Market 2024 held.
- 6.16 Pond responsibility confirmed by NNDC. Informed resident.

## **07 Amenities**

### **7.1 Update on Millside playground inspections and to consider and agree any actions.**

Cllr Hanton informed members that the playground was in good repair.

### **7.2 Update on to Structural report for the office and to consider and agree any actions.**

The motion was proposed, the motion was seconded,

Members **AGREED** for the Clerk to obtain quotes for the 2 options presented in the report.

### **7.3 To consider and agree a response to County Councils footpath closure.**

The motion was proposed, the motion was seconded,

Members **AGREED** for the Clerk to draft a letter stating Council concerns over this road closure and voice the concerns of residents. To send this to members before forwarding on to the Highways Team.

## **08 Finance & General Purposes Committee**

### **8.1 To consider and agree July's reconciliations of bank accounts.**

The motion was proposed, the motion was seconded,

Members **AGREED** Julys' reconciliations of bank accounts.

### **8.2 To consider and agree September's payments and Augusts Income.**

The Chair informed the meeting that there were 2 extra payments of:

S Ayling (Town Hall Cleaning) £167.19

BBT Construction (Noticeboards) £50.00

The motion was proposed, the motion was seconded,

Members **AGREED** September's payments except for Voucher 144 as this was not authorised by members and July's income.

## **09 Training**

## **10 Policies, Documents and Communications.**

### **10.1 To consider and agree the revised Cemetery Memorial application form.**

The motion was proposed, the motion was seconded,

Members **AGREED** the form with the following amendment:

*"Thank you for your enquiry to erect / add an additional inscription to a memorial in Stalham Campingfield Lane Burial Ground would you submit your proposal for approval by the return of one of these forms within the next twenty-eight days".*

### **10.2 To consider and agree the updated Allotment Application Pack.**

The motion was proposed, the motion was seconded,

Members **AGREED** the updated Allotment Application Pack.

### **10.3 To consider and agree the Council Clinic Risk assessment.**

The motion was proposed, the motion was seconded,

Members **AGREED** the Council Clinic Risk assessment.

### **10.4 To consider and agree the Council's Community Engagement Policy.**

The motion was proposed, the motion was seconded,

Members **AGREED** the Council's Community Engagement Policy.

### **10.5 To consider and agree if to include the Community Connectors in Councils Clinics.**

The motion was proposed, the motion was seconded,

Members **AGREED** to allow Stalham Community Connector to the Councils Clinics.

### **10.6 Update on Councils Website and to consider and agree any actions.**

The Clerk informed the meeting the website was not read, but would circulate the link to members as soon as possible, to be agreed at October's meeting.

**11 Events**

11.1 To consider and agree if to hold a Family Funday on the 26<sup>th</sup> May.

The motion was proposed, the motion was seconded,  
Members **AGREED** to hold a Family Funday on the 26<sup>th</sup> May.

**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.

Cllr Scrivner asked for stationary suppliers to be placed on the next agenda.

The Clerked informed the meeting this will be placed o the Finance meeting in October.

Cllr Hood asked for the Disaster Action Plan to be discussed at the next meeting.

**13 Correspondence**

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

No correspondence.

**14 Date of Next Meeting**

14.1 To confirm that the date of the next Meeting of the Town Council will be on the 9th October 2023 at 7pm at the Town Hall.

MEETING CLOSED: 8:06PM

CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_

