



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 14th AUGUST 2023 AT THE TOWN HALL.

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

Members of Public: – 3

Clerk: Ms D. Joy

MINUTES

The Chair informed members that the meeting was being recorded.

01 Apologies for Absence

Cllr M Green- away

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

02 Declarations of Interest and requests for Dispensations

Cllrs Bayes and Taylor declared an interest in item 7.3 and did not request a
dispensation to speak or vote.

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from the Full Council Meeting on the 17th July 2023.

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes from the Full Council Meeting on the 17th July
2023.

The Chair signed the minutes.

3.2 To adopt the minutes of the Finance and Data Protection Committee held on the 7th August 2023.

The motion was proposed, the motion was seconded,
Members **AGREED** to **ADOPT** the minutes of the Finance and Data Protection
Committee held on the 7th August 2023.

04 Chairmans Report

The Chair thanked everyone for their hep with the Artisan Street Market and the
Community Payback Team for all their hard work on the extension to the
Campingfield Burial Ground. The Council presented the team with a thank you
card and chocolates.

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 members of the public to speak and to receive District and County Councillors reports.

District Councillor Taylor gave his report.

County Councillor Dixon gave his report.

Duncan Baker MP gave his report.

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 placed on the website and filed.

6.2 All payments authorised.

6.3 Noticeboard backing ordered

6.4 Town Hall works booked in.

6.5 Internal auditors' recommendations all actioned except for burial procedures and fireproof cabinet.

6.6 April and Junes internal audit completed.

6.7 Grant to Mens Shed paid.

6.8 Training Courses sent to Councillors.

6.9 Poors Charities Trustee details and documentation updated.

6.10 Co-option Policy updated.

6.11 Grants policy updated.

6.12 Meeting held for Neighbourhood Plan.

6.13 New website in construction.

6.14 Letter sent to County Council on the Library Report.

6.15 NNDC informed of Councils decisions on the Hight Street Task Force.

6.16 Newsletter – ongoing

6.17 Response sent to resident on overgrown path.

6.18 NNDC informed of drainage issue.

07 Amenities

7.1 Update on the A149 Stalham Road Safety Review and to consider and agree any actions.

The motion was proposed, the motion was seconded, Members **AGREED** to work with the surrounding villages, County Councillor Dixon and Duncan Baker MP and residents to provide a solution for this issue.

7.2 To consider and agree if to apply for a Parish Partnership Scheme.

The motion was proposed, the motion was seconded, Members **AGREED** to investigate earmarking this scheme for the A149 Road Safety.

7.3 To consider and agree the pre planning application for:

Proposal: Residential development of 7 dwellings

Location: Edgefield, Yarmouth Road, Stalham, Norwich, Norfolk, NR12 9PQ

The motion was proposed, the motion was seconded, Members **AGREED** to wait until a formal application has been submitted to NNDC before commenting.

7.4 To consider and agree if to appoint a surveyor for the office at the Town Hall.

The motion was proposed, the motion was seconded, Members **AGREED** to appoint a surveyor for the office at the Town Hall.

7.5 Update on Council taking over the verge cutting and to consider and agree any actions.

The motion was proposed, the motion was seconded, Members **AGREED** the Service Delegation Agreement from Norfolk County Council and for Cllr Hanton to be the emergency contact. Cllrs Bayes and Toone in the presence of the Clerk signed the agreement.

7.6 Update on Millside playground inspections and to consider and agree any actions.

Cllr Hanton informed members there was no action to be taken at this time.

08 Finance & General Purposes Committee

8.1 To consider and agree June reconciliations of bank accounts.

The Chair informed the meeting that Julys reconciliations were unable to be completed due to statements not being available.

The motion was proposed, the motion was seconded, Members **AGREED** Junes' reconciliations of bank accounts.

8.2 To consider and agree August's payments and July's income.

The Chair informed the meeting the Clerk had save Council nearly £500.00 by querying an invoice.

The motion was proposed, the motion was seconded, Members **AGREED** August's payments and July's income.

8.3 To consider and agree if to donate £30 to the Men's Shed.

The motion was proposed, the motion was seconded, Members **AGREED** to donate £30 to the Men's Shed.

8.4 To consider and agree a fourth signatory for Unity Bank.

The motion was proposed, the motion was seconded, Members **AGREED** for Cllr Bayes to stay as a signatory for Unity Bank.

8.5 To consider and agree the RFO role.

The motion was proposed, the motion was seconded, Members **AGREED** for the Clerk, D Joy to be appointed as the RFO.

09 Training

9.1 To consider and agree purchasing for all members the Good Councillors Guide to Employment.

The motion was proposed, the motion was seconded,
Members **AGREED** to purchasing, for all members, the Good Councillors Guide to Employment.

9.2 To consider and agree Cemetery Training for the Locum Clerk.

The motion was proposed, the motion was seconded,
Members **AGREED** to Cemetery Training for the Locum Clerk.

10 Policies, Documents and Communications.

10.1 To consider and agree the poster for Council Clinics.

The motion was proposed, the motion was seconded,
Members **AGREED** the poster for Council Clinics, with the amendment of the wording in yellow being replaced with a blue.

10.2 To consider and agree the Councils revised Financial Risk Assessment.

The motion was proposed, the motion was seconded,
Members **AGREED** Councils revised Financial Risk Assessment.

10.3 To consider and agree if to take part on the GOV.UK pilot scheme.

The motion was proposed, the motion was seconded,
Members **AGREED** to take part on the GOV.UK pilot scheme.

10.4 Update on Councils Lone Working Policy and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** Councils Lone Working Policy with the following amendment:

Risk Assessment: The Council will provide a lone working risk assessment.
The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors...

11 Events

11.1 Update on the Artisan Market and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** the following:
To hold the Market on the 21st July 2024
To have entertainment.
For the Clerk to arrange an events meeting for this event.

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.

The Clerk Town Hall work on hold until further reports have been completed.

13 Correspondence

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

- 13.1 Letter from a resident regarding the Pond at Stalham Green
The Chair informed the meeting this would be actioned in October.
Cllr Taylor offered to investigate the ownership of this pond.

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 employment and legal 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 legal issues,

14.1 Update on employment issues and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** to move forward with the recruitment of the Administrative Assistant, as presented.

The motion was proposed, the motion was seconded,
Members **AGREED** to defer the Locum Clerk documentation pending clarification of queries raised.

14.2 To adopt the minutes from the Employment Committee meeting held on the 1st August 2023.

Minutes deferred to next meeting.

15 **Date of Next Meeting**

15.1 To confirm that the date of the next Meeting of the Town Council will be on the 11th September 2023 at 7pm at the Town Hall.

MEETING CLOSED: 8:45PM

CHAIR: _____

DATE: _____

Augusts' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
107	BT	D/D	Phone & Internet July	£62.58	S Toone		K Bayes	
108	SAGE	D/D	PAYROLL - 16.6.23-15.7.23	£8.40	S Toone		K Bayes	
109	SAGE	D/D	PAYROLL - 16.7.23-15.8.23	£8.40	S Toone		K Bayes	
110	N Power	D/D	Street Lights June	£1,161.12	S Toone		K Bayes	
111	Vodafone	D/D	Mobile 10.7.23-9.8.23	£47.27	S Toone		K Bayes	
112	Cozens	D/D	Street light Maintenance June & July	£540.00	S Toone		K Bayes	
113	Lloyds Credit Card	D/D	Artisan Market and Spare keys	£118.55	S Toone		K Bayes	
114	CC Planning	ONLINE	NDP Meetings and draft plan	£1,020.00	S Toone		K Bayes	
115	D Boden	ONLINE	Grass Cutting cemeteries - June	£476.44	S Toone		K Bayes	
116	D Boden	ONLINE	Grass Cutting cemeteries - July/High St Clean up	£26.40	S Toone		K Bayes	
117	Mens Shed	ONLINE	Donation	£100.00	S Toone		K Bayes	
118	NNDC	ONLINE	Street Traders Licence - Artisan Market	£66.00	S Toone		K Bayes	
119	NNDC	ONLINE	Consent Fee - Artisan Market	£16.00	S Toone		K Bayes	
120	Rainbow	ONLINE	Stationary & cleaning items	£250.65	S Toone		K Bayes	
121	Doreen Joy	ONLINE	Locum Costs	£4,249.63	S Toone		K Bayes	
122	P Stone	ONLINE	Locum Costs		S Toone		K Bayes	
123	HMRC	ONLINE	PAYE 6.6.23-5.7.23		S Toone		K Bayes	
124	NNDC	ONLINE	Waste Collection Campingfield	£420.40	S Toone		K Bayes	
125	RBS	ONLINE	Year End 2022/2023	£594.00	S Toone		K Bayes	
<p>Agreed at Full Council on 14.8.23 Chair Sign: RFO Sign:</p>								
126	S Hutcheson	ONLINE	IT Support 5.6 & 22.6	£35.00	S Toone		K Bayes	
127	SUM Up	D/D	Card Machine Charges	£0.53	S Toone		K Bayes	
128	S Ayling	ONLINE	June & Julys Town Hall Cleaning	£240.00	S Toone		K Bayes	
129	Natwest	D/D	Bank charges July 2023	£0.70	S Toone		K Bayes	
<p>Agreed at Full Council on 14.8.23 Chair Sign: RFO Sign:</p>								