



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 15th JANUARY 2024 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: – 5

Clerk: Ms D. Joy

The Chair informed members that the meeting was being recorded.

MINUTES

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)

None

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from the Full Council Meeting on the 11th December 2023.

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes from the Full Council Meeting on the 11th December 2023.

The Chair signed the minutes.

3.2 To adopt the minutes of the Amenities Committee held on the 8th January 2024.

The motion was proposed, the motion was seconded,
Members **AGREED** to adopt the minutes of the Amenities Committee held on the 8th January 2024.

04 **Mayors Report**

- Welcome to Julie Hoods – appointed administrator to council and Poppy Centre Charity, Julie will be supporting Doreen and the parish council in general daily running of the council and will also be the main contact for the Poppy Centre/Recreation Ground.
- Newsletter – special thanks to Cllr Phil Hanton and Century Printing on getting the Newsletter complete prior to Christmas and the effort by all in getting it out to our residents prior to Christmas. Thanks, must also be given to those businesses who were happy to have them available in their shops.
- Maggie and I visited Sydney House, residential care home in Stalham, prior to Christmas to present the residents and staff with 3 large homemade cakes from Vera's Café, Meales of Stalham. These were well received, and we spent time speaking to residents, visiting relations and staff. It was a very pleasing afternoon, and we will continue to do this on a regular basis.
- Litter picking – Councillors and residents of Stalham did a litter pick around Stalham and through the high street on New Year's Eve collecting 4 bags of rubbish.
- Cutting back brambles on land owned by Tesco's. Due to the amount of litter in an area on the corner of Old Market Road and Upper Staithe Road, Councillors with the help of Pat Kerrison cut back the brambles in order to clear the significant amount of rubbish. On finding out the land belongs to Stalham Tesco's I have emailed them to ask for that area to be maintained and if possible be landscaped with a bench placed there in the future.
- Taking down Christmas Trees and Flags – many thanks to fellow councillors and their partners for helping to take down the Christmas Trees and Christmas Flags on Sunday 7th Dec. One further effort is required this coming Sunday.
- Good to see the vegetation cut back on the junction to the A149, further works are scheduled in the month. This has been done due to the recent review of the A149.
- Both Maggie, Matthew and I attended the official opening of the refurbished school rooms at the Baptist Chapel, and I congratulate them on the vision and commitment in bring such a much-needed community space to Stalham and the surrounding villages.
- Norfolk Warm Homes – it is pleasing to see that more people in Stalham are accessing the fully funded grant available to upgrade their homes.
- Many thanks to Cllr Phil Hanton and pervious parish Cllr Glyn Wilson on their Christmas Quiz which was well attended and raised over £400 for the Stalham and Brumstead Recreation Ground Charity
- On behalf of Stalham Town Council I would like to offer our sincere and heartfelt congratulations to Geoffrey Lows on being award the BEM (British Empire Medal) in the King's New year Honours List 2024.

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.

A member of the public mentioned the bin on the A149.

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 Tree surgeon instructed to complete recommendations on annual report.
- 6.4 Town Hall fire risk assessment action plan pending
- 6.5 Councils legionella report pending.
- 6.6 NNDC emailed regarding Hopkins Homes.
- 6.7 Credit card applications in progress
- 6.8 Email for NCF pending.
- 6.9 Advice re Councils position as Trustees of a Charity pending.
- 6.10 Community Ownership Scheme pending.
- 6.11 Email to NCC regarding Bus Services sent.
- 6.12 Councils Christmas arrangements actioned.
- 6.13 Email re BT phone box removal sent.
- 6.14 Contractor informed to go ahead with the work on Councils streetlights at the Recreation ground.
- 6.15 Email sent to contractors re office work.

07 Amenities

- 7.1 Update on Millside's playground inspection and to consider and agree any actions.

No action required.

- 7.2 Update on the Annual Playground inspection and to consider and agree any actions.

The Clerk informed members that even though the items were mainly low risk that some if these were quite important to action.

The motion was proposed, the motion was seconded,

Members **AGREED** for the Clerk to obtain a quote for the work highlighted in the report.

- 7.3 Update on the High Street pavement works and to consider and agree any actions.

The motion was proposed, the motion was seconded, Members **AGREED** to investigate, using the land registry, to get the details of the landlord of Boots. Members will then write a letter to help Boots get the guttering fixed, as it is causing a major issue for residents.

7.4 Planning PF/23/2679

Proposal

Alterations to boundary treatment to incorporate wrought iron fencing and new pedestrian access gate and re-installation of gates of original pedestrian access.

Location: Stalham Baptist Church, 146 High Street, Stalham, Norwich, Norfolk, NR12 9AZ

The motion was proposed, the motion was seconded, Members **AGREED** to **SUPPORT** this application.

08 Finance & General Purposes Committee

8.1 To consider and agree September's to November's reconciliations of bank accounts.

The motion was proposed, the motion was seconded, Members **AGREED** Septembers' and November's reconciliations of bank accounts.

8.2 To consider and agree January's payments and Decembers Income.

The Clerk informed the meeting that there would be 3 additional payments:
Julie Hodds Salary

Allotment plot refund of £40.20

Heartbeat (New Pads) 255.54

The motion was proposed, the motion was seconded.

Members **AGREED** January's payments and Decembers Income, and the 3 additional payments.

8.3 To consider and agree if to order new flags.

The motion was proposed, the motion was seconded.

Members **AGREED** to invest in 3 good quality flags with a budget of £100.00 each.

8.4 To consider and agree the Charity's request for £5,000 to bring the Skate Park back into use.

The motion was proposed, the motion was seconded.

Members **AGREED** to give the Stalham and Brumstead Recreation Ground charity a donation of £5,000 to bring the Skate Park back into use.

09 Training

None

10 Policies, Documents and Communications.

10.1 To consider and agree Councils actions for Net Zero.

The motion was proposed, the motion was seconded.

Members **AGREED** for Cllr Bayes to invite NNDC to speak to members on the 12th February at 6.30pm.

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

The motion was proposed, the motion was seconded.

Members **AGREED** the following:

For the Clerk to contact Stalham's volunteer organisations to see what they need.

To hold the volunteer workshops on the 17th February and the 16th March.

To produce A5 leaflets promoting the volunteer groups and the workshops.

To provide refreshments and cake.

10.3 Update on the Councils engagements days and to consider and agree any actions.

The motion was proposed, the motion was seconded.

Members **AGREED** to continue to run these in the same format as before and incorporate the Volunteer workshops into them.

10.4 To consider and agree the arrangements for the Annual Town Meeting.

The motion was proposed, the motion was seconded.

Members **AGREED** the following:

The same format as last year.

To ask Jeff Low and Michelle Low to come and speak about the fire service.

To have community awards for Business of the Year, Community Award and Person of the Year nominated by the public.

The Annual grants will be presented at this event.

A budget of £500

10.5 To consider and agree the format for Councils Grants.

The motion was proposed, the motion was seconded.

Members **AGREED** the following:

To allow grants up to £500 per application.

For a working group to shortlist those to go to Full Council on the 8th April.

All organisations that apply must produce a current bank statement.

10.6 To consider and agree if to allow the Clerk to apply for grants on behalf of Council for agreed projects.

The motion was proposed, the motion was seconded.

Members **AGREED** to allow the Clerk to apply for grants on behalf of Council for agreed projects.

10.7 To consider and agree to renew NALC's subscription.

The motion was proposed, the motion was seconded.

Members **AGREED** to renew NALC's subscription.

10.8 Update on the High Street Task force and to consider and agree any actions.

The Chair informed the meeting that Stalham's' best interests will be represented at the next meeting.

11 Events

11.1 To consider and agree if to hold an event celebrating 100 Years of the Recreation Ground.

The motion was proposed to amend the resolution to:

"To consider and agree if to hold an event celebrating 100 Years of the Recreation Ground, a Summer Art Trail and 100 Year Photo Exhibition."

The motion was seconded.

Members **AGREED** to amend the resolution.

The motion was proposed, the motion was seconded.

Members **AGREED** to hold an event celebrating 100 Years of the Recreation Ground, a Summer Art Trail and 100 Year Photo Exhibition.

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 Hood mentioned the thank you for Mike Lilley.

Cllr Scrivner mentioned the signage at the A149. Cllr Toone said he would report it online.

13 Correspondence

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

13.1 An email for District Councillor Bayes about engaging with local businesses.

The motion was proposed, the motion was seconded.

Members **AGREED** for the Clerk to type up a template informing the local businesses of how the Council improves the local environment and to invite them to take part. Then report back to Council.

13.2 An email from District Councillor Taylor regarding support for the High Street Shops during the road closure.

The motion was proposed, the motion was seconded.

Members **AGREED** for the Council to purchase 3 banners informing the public the High Street is still open for business.

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Town Council will be on the 12th February 2024 at 7pm at the Town Hall.

MEETING CLOSED: 8:10PM

CHAIR: _____

DATE: _____

Januaries' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
224	EON	D/D	Street lights Dec 2023	£1,429.12	S.Toone		C Scrivner	
225	Vodafone	D/D	Mobile 10.12.23-9.1.24	£34.53	S.Toone		C Scrivner	
226	Wave	D/D	Town Hall 1.9.23-30.11.23	£87.97	S.Toone		C Scrivner	
227	BT	D/D	Phone & Internet Dec 23	£62.58	S.Toone		C Scrivner	
228	EON	D/D	Street lights Nov 2023	£1,379.56	S.Toone		C Scrivner	
229	Wave	D/D	Allotments 10.9.3-9.12.23	£0.36	S.Toone		C Scrivner	
230	BT	D/D	Phone & Internet Nov 23	£62.58	S.Toone		C Scrivner	
231	Anglian Internet	D/D	M365 Emails	£723.60	S.Toone		C Scrivner	
232	Anglian Internet	D/D	Website hosting name	£90.00	S.Toone		C Scrivner	
233	Stalham & Brumstead Recreation Ground	ONLINE	Donation for new floodlights	£4,276.50	S.Toone		C Scrivner	
234	P Hanton	ONLINE	Council tree and cakes	£44.00	S.Toone		C Scrivner	
235	AG Meale	ONLINE	Thank you gifts for residents	£117.75	S.Toone		C Scrivner	
236	Rainbow Stationary	ONLINE	Stationary - Dec	£66.34	S.Toone		C Scrivner	
237	Platten Pest Control	ONLINE	Oct-Dec Pest Control - Allotments	£216.00	S.Toone		C Scrivner	
238	Century Printing	ONLINE	Decembers newsletter	£878.00	S.Toone		C Scrivner	
239	Local IQ	ONLINE	Admin Assistant Ad	£356.76	S.Toone		C Scrivner	
Agreed at Full Council on 15.1.24 Chair Sign: RFO Sign:								
Januaries' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
240	Garden Guardians	ONLINE	Grass and Verge cutting 2023	£4,417.20	S.Toone		C Scrivner	
241	Doreen Joy	ONLINE	Decembers locum costs	£2,097.51	S.Toone		C Scrivner	
242	HMRC				S.Toone		C Scrivner	
243	Cozens	ONLINE	Fix Town Hall Street light	£1,068.00	S.Toone		C Scrivner	
244	Stalham & Brumstead Recreation Ground	ONLINE	Kettles	£39.98	S.Toone		C Scrivner	
245	Stalham Business Forum	ONLINE	Donation for towns Christmas Trees	£90.00	S.Toone		C Scrivner	
246	Royal British Legion	ONLINE	Donation for Poppy Wreath	£100.00	S.Toone		C Scrivner	
247	Century Printing	ONLINE	Christmas Cards	£189.60	S.Toone		C Scrivner	
248	Norfolk PAT Testing	ONLINE	PAT Test Town Hall	£75.00	S.Toone		C Scrivner	
249	CT Baker	ONLINE	Cistern for Town Hall toilet	£8.09	S.Toone		C Scrivner	
250	Play Inspection Co	ONLINE	Annual Inspection - Millside	£156.00	S.Toone		C Scrivner	
251	S Ayling	ONLINE	Town Hall December 23	£196.20	S.Toone		C Scrivner	
252	SLCC	ONLINE	Arnold Baker	£167.80	S.Toone		C Scrivner	
253	Plot 5b	ONLINE	Refund of deposit	£100.00	S.Toone		C Scrivner	
254	Plot 9	ONLINE	Refund of rent paid twice	£40.20	S.Toone		C Scrivner	
Agreed at Full Council on 15.1.24 Chair Sign: RFO Sign:								
Januaries' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
255	Cozens	ONLINE	Street light maintenance -	£270.00	S.Toone		C Scrivner	
256	Plot 15	ONLINE	Refund of key deposit	£5.00	S.Toone		C Scrivner	
257	Heartbeat	ONLINE	Pads for defib	£255.54	S.Toone		C Scrivner	
Agreed at Full Council on 15.1.24 Chair Sign: RFO Sign:								