

MINUTES OF THE FULL COUNCIL MEETING HELD ON  
MONDAY 11<sup>th</sup> MARCH 2024 AT THE TOWN HALL.

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

Members of Public: – 3

Clerk: Ms D. Joy

The Chair informed members that the meeting was being recorded.

**MINUTES**

**01 Apologies for Absence**

Cllr Hanton – away

Cllr Taylor – away

The motion was proposed, the motion was seconded,  
Members **AGREED** Councillors apologies for absence.

**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 12<sup>th</sup> February 2024.**

The motion was proposed, the motion was seconded,  
Members **AGREED** the minutes from the Full Council Meeting on the 11<sup>th</sup> February 2024.

The Chair signed the minutes.

**3.2 To adopt the minutes of the Amenities Committee held on the 4<sup>th</sup> March 2024.**

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> March 2024.

**04 Co-Options**

**4.1 Co-option for Vacancy 1**

The motion was proposed, the motion was seconded,  
Members **AGREED** the Co-option of Paul Wilmshurst onto Council.

**4.2 Co-option for Vacancy 2**

The motion was proposed, the motion was seconded,  
Members **AGREED** the Co-option of Rachel Wilmshurst onto Council.

## **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.

District Councillor Bayes gave his report.

The Mayor updated members that the Skate park will hopefully be open for easter.

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 Fire Risk Assessment action plan in progress
- 6.4 Cllr Scriver credit card application completed waiting on Cllr Bayes.
- 6.5 Councils legionella report pending.
- 6.6 Advice re Councils position as Trustees of a Charity pending.
- 6.7 Community Ownership Scheme pending.
- 6.8 Boots property pending.
- 6.9 Internal Auditor instructed.
- 6.10 Flags delivered.
- 6.11 Town hall contractor instructed.
- 6.12 Net Zero meeting pending
- 6.13 Volunteer workshops for February held Marchs in hand.
- 6.14 Business letter will be sent in April.
- 6.15 Events risk assessments sent to insurance.
- 6.16 A149 Meeting was on the 7<sup>th</sup> March.

## **07 Amenities**

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

No action

- 7.2 To consider and agree Councils response to planning application:

Application No: BA/2024/0036/FUL

Proposal : Replace timber piling with steel sheeting

Address : Dyke End, Mill Road, Stalham, Norfolk

Applicant : Mr Adrian Cook

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

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

- 8.1 To consider and agree January and February s' reconciliations of bank accounts.  
The motion was proposed, the motion was seconded,  
Members **AGREED** Januarys and Februarys reconciliations of bank accounts
- 8.2 To consider and agree Marchs payments.  
The Clerk informed the meeting there would be additional payments of:  
Stalham DIY           £11.10           Items for Town Hall  
R Turner               £2700.00       Balance for repairing of the village sign/seat.  
Cllr Scrivner         £160.00       Hoover for Town Hall.  
The motion was proposed, the motion was seconded,  
Members **AGREED** Marchs payments.
- 8.3 To consider and agree if to cover the costs for the new planting at the Poppy Centre.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to cover the costs for the new planting at the Poppy Centre.

## **09 Training**

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

- 10.1 Update on the Annual Town Meeting and to consider and agree any actions.  
No actions
- 10.2 To consider and agree the Fire and Emergency Evacuation plan.  
The motion was proposed, the motion was seconded,  
Members **AGREED** the Fire and Emergency Evacuation plan.
- 10.3 To consider and agree the Electrical Safety Policy.  
The motion was proposed, the motion was seconded,  
Members **AGREED** the Electrical Safety Policy.
- 10.4 To consider and agree if to sign the Armed Forces Covenant.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to sign the Armed Forces Covenant.
- 10.5 To consider and agree Councils Compliments and Complaints Policy.  
The motion was proposed, the motion was seconded,  
Members **AGREED** Councils Compliments and Complaints Policy.

## **11 Events**

None

## **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 thanked Cllr McGeary for doing the playground inspections while Cllr Hanton is away.

Cllr Hood thanked Cllr Green and McGeary for the planting at the Poppy Centre.  
Cllr Bayes updated the meeting in the Towns Meeting restructuring.

## **13 Correspondence**

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

- 13.1 Email from Norfolk County Council regarding works on the High Street.  
No response required.

**14 Date of Next Meeting**

14.1 To confirm that the date of the next Meeting of the Town Council will be on the 8<sup>th</sup> April 2024 at 7pm at the Town Hall.

MEETING CLOSED: 7:50PM

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

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

DRAFT

Marchs' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
277	N Power	D/D	Street lights Feb 2024	£1,322.30	K Bayes		S Toone	
278	EON	D/D	Town Hall Electric Feb 2024	£600.20	K Bayes		S Toone	
279	Vodafone	D/D	Mobile 10.2.24-9.3.24	£34.53	K Bayes		S Toone	
280	BT	D/D	Phone & Internet Feb 24	£62.58	K Bayes		S Toone	
281	SAGE	D/D	Payroll 16.2.24-15.3.24	£8.40	K Bayes		S Toone	
282	Cozens	Online	Street light maintenance Feb 24	£270.00	K Bayes		S Toone	
283	S Ayling	Online	Cleaning Feb 24	£190.50	K Bayes		S Toone	
284	Rainbow Stationary	Online	Stationary Feb 24	£85.42	K Bayes		S Toone	
285	Doreen Joy	Online	Staffing Costs	£5,436.43	K Bayes		S Toone	
286	Julie Hodds	Online			K Bayes		S Toone	
287	HMRC	D/D			K Bayes		S Toone	
288	Lloyds	D/D			Credit Card Charge	£3.00	K Bayes	
289	Century Printing	Online	Items for volunteers fair	£123.31	K Bayes		S Toone	
290	B Pearce Builders	Online	To fix Town Hall wall (INS)	£300.00	K Bayes		S Toone	
291	NCF	Online	Return fo unused grant	£4,232.51	K Bayes		S Toone	
292	Century Printing	Online	Part Payment for INV 9447	£165.07	K Bayes		S Toone	
292	Century Printing	Online	Artisan market Banners					
293	Century Printing	Online	Artisan Fayre Banners & Street light labels					
293	Century Printing	Online	Artisan Fayre Banners & Street light labels	£347.62	K Bayes		S Toone	
294	S & B Charity	Online	Balance of money from Precept	£3,845.00	K Bayes		S Toone	

**Agreed at Full Council on 11.3.24 Chair Sign:**

**RFO Sign:**

Marchs' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
295	R Turner	Online	Deposit for Stalham Sign (INS)	£3,700.00	K Bayes		S Toone	
296	Broadland Computers	Online	Website, IT Equipment and IT Support	£1,220.00	K Bayes		S Toone	
297	M Green	Online	Lanterns for D-Day	£96.00	K Bayes		S Toone	
298	Safety Signs 4 Less	Online	H & S signs for Town Hall	£102.80	K Bayes		S Toone	
299	STC Unity Bank	BGC	Natwest Bus Account closure	£55,168.57	K Bayes		S Toone	
300	STC Unity Bank	BGC	Natwest Res Account closure	£2,673.16	K Bayes		S Toone	
301	Natwest	D/D	Bank charges	£0.70	K Bayes		S Toone	
302	Rainbow Stationary	Online	Stationary Feb 24	£85.42	K Bayes		S Toone	
303	S & B Charity	Online	Donation for Skate Park boards	£1,380.00	K Bayes		S Toone	
304	Stalham DIY	Online	Items for Town Hall	£11.10	K Bayes		S Toone	

**Agreed at Full Council on 11.3.24 Chair Sign:**

**RFO Sign:**