



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 8th APRIL 2024 AT THE TOWN HALL.

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

Members of Public: – 1

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)

Cllr Bayes and Cllr Taylor declared an interest in item 7.4 and requested a dispensation to speak.

The motion was proposed, the motion was seconded,

Members **AGREED** to grant Cllrs Taylor and Bayes to speak in item 7.4.

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from the Full Council Meeting on the 11th March 2024.

The motion was proposed, the motion was seconded,

Members **AGREED** the minutes from the Full Council Meeting on the 11th March 2024.

The Chair signed the minutes.

3.2 To adopt the minutes of the Finance and Data Protection Committee held on the 2nd April 2024.

The motion was proposed, the motion was seconded,

Members **AGREED** the minutes from the Finance and Data Protection Committee held on the 2nd April 2024.

04 Mayors Report

- Cllr Phil Hanton and I have been Litter picking – on the last 2 Wednesday mornings, which included Brumstead road, Staithe, High Street and St John’s Road.
- The grass verges are being cut again and are looking good. Church Yards had it’s first cut last Wednesday.
- Another successful Volunteer Day in March. I would like to recommend we continue with more events during summer months and into the autumn/winter months.
- I am pleased to see the Skateboard Park has reopened over the Easter period.
- Pleasing to see businesses continue to invest in Stalham, Stalham Engineering – extension of Food store following on from Crawdrons, with new shops in the high street opening including Lime House. We need to ensure we highlight the importance of these investments.
- Tree cut down by target trees hopefully will be replaced, and are planned to be on next month’s agenda.
- Pleased to see that the events are taking shape and I would like to thank Doreen and Julie for their efforts thus far.
- Tesco’s manager, Stuart is keen to work with the council and has agreed that we can erect a notice board and banners to promote our events.
- We are still looking to confirm the owners of the piece of land on the corner of Old Market road and Upper Staithe road. Tesco’s have replied saying it is not theirs. I will ensure that this is placed in writing before any decision is made in moving forward.
- Museum of the Boards are keen to support the Kayak pontoon and a further follow up meeting with the Boards Authority to include the Museum of the Broad has been requested to discuss a way forward.
- Thoughts on next Newsletter?

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.

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 New Councillors documents completed.
- 6.4 Waiting on Cllr Bayes credit card.
- 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 Planning application responded to.
- 6.10 Flags delivered.
- 6.11 Payment for planting at the Poppy Centre raised.
- 6.12 Fire Evacuation form on Town Hall booking site and at Town Hall.
- 6.13 Electrical Policy form on Town Hall booking site and at Town Hall.
- 6.14 Armed Forces Covenant registered.
- 6.15 Councils Compliments and Complaints Policy on website.

07 **Amenities**

- 7.1 Update on Millside’s weekly playground inspections and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** for Cllrs Bayes and Hanton to cut back the overgrown vegetation, and for the Clerk to investigate the spring on the bench with the contactor.

- 7.2 To consider and agree Councils response to the Broads Authority consultations.

The motion was proposed, the motion was seconded,
Members **AGREED** to postpone this for Mays meeting to give members more time to review the consultation.

- 7.3 To consider and agree the key holders for the Town Hall for the security system.

The motion was proposed, the motion was seconded,
Members **AGREED** for Cllrs Toone, Bayes, Green and Hanton to be named as the keyholder for the new security system.

- 7.4 To consider and agree a response to planning application.

PF/23/2046

Proposal: Construction of 8no dwellings (comprising of 5no two-bedroom dwellings, 1no three-bedroom dwellings and 2no one-bedroom flats) and associated works

Location: Old Baker's Yard , High Street, Stalham, NR12 9GA

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

- 7.5 To consider and agree a response to planning application.

PF/23/0575

Proposal: Installation of 15kWp ground mounted solar PV array and battery.

Location: Chapelfield Farm, Chapel Field, Chapel Field Road, Stalham, Norwich, Norfolk, NR12 9EL

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

7.6 To consider and agree a response to planning application.
PF/23/0605
Proposal: Single storey side extension to dwelling
Location: 7 Teresa Road, Stalham, Norwich, Norfolk, NR12 9EB

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

7.7 To consider and agree a response to planning application.
BA/2024/0115/FUL.

Proposal : Change from 1 x 1-bed and 1 x 3-bed to 2 x 1-bed holiday lets, part change of

use to Treatment Rooms incl new yurt, changes to openings & new balcony

Address : Staithe Marsh House , The Staithe, Stalham, Norfolk

Applicant : Richardsons Leisure Ltd

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 Marchs' reconciliations of bank accounts.

The motion was proposed, the motion was seconded,
 Members **AGREED** Marchs bank reconciliations.

8.2 To consider and agree Marchs payments.

The motion was proposed, the motion was seconded,
 Members **AGREED** to amend the resolution to read:

"To consider and agree April's payments."

The motion was proposed, the motion was seconded,

Members **AGREED** April's payments as presented with the addition of:

Unity Bank £18.00 Bank Charges

Stalham & Brumstead Recreation Ground £1750.00 VAT Reclaim

Darrens Landscaping £571.73 Grass Cutting for Cemeteries

Capron and Helliwell £540.00 Legal work for Town Hall drainage.

8.3 To consider and agree the Community Grant Applications.

The motion was proposed, the motion was seconded,

Members **AGREED** the following Grant Applications

Organisation	Grant Awarded
Broadland 1st Responders	£500.00
Flegg Flying Club	£250.00
North Norfolk Community Transport	£500.00
Stalham Baptist Church	£500.00
Stalham Mens Shed	£400.00
1 st Stalham Rainbows	£400.00
Stalham Bereavement Support Group	£0 Application from Stalham Baptist Church already received (see above)
RBL	£500
Stalham & District Horticultural Society	£247.92
1 st Stalham Scout Group	£476.20
Stalham Business Forum	£250.00
Stalham Football Club	£500.00
901 Troop Marine Cadet	£200.00

8.4 To consider and agree the additional costing for the office electrical work.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to obtain a full break down of the costs then present back to Council, either by delegated authority or Mays meeting.

8.5 To consider and agree how much to transfer into the CCLA account.
The motion was proposed, the motion was seconded,
Members **AGREED** to move £113,000.00 (ear marked reserves) to the new CCLA account.

09 Training

9.1 To consider and agree for Councillors to attend a Councillor Induction Training.
The motion was proposed, the motion was seconded,
Members **AGREED** for Cllrs R Wilmshurst and P Wilmshurst to attend Councillor induction training.

Cllr Hanton left the meeting.

9.2 To consider and agree the dates for Councils first aid training.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to see if training was available Tuesday and Thursday week day before the 26th May.

Cllr Hanton entered the meeting.

10 Policies, Documents and Communications.

10.1 To consider and agree if to renew Councils membership to the RMTG.
The motion was proposed, the motion was seconded,
Members **AGREED** not to renew Councils membership to the RMTG.

10.2 To consider and agree if to do an events calendar for all Stalham's events.
The Clerk informed the meeting this had already been completed but needed to be ratified by Council.

The motion was proposed, the motion was seconded,
Members **AGREED** to put together a calendar of Stalham's events.

10.3 Update on Council Engagement days and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** to continue to hold these in line with the Volunteer Fairs in May, June, September, and October.

10.4 Update on Council's Volunteer Fair days and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** to continue to hold these in line with the Council Engagement Days in May, June, September, and October.

10.4 To consider and agree the Maintenance Risk Assessment.
The motion was proposed, the motion was seconded,
Members **AGREED** the document as presented and for Cllr Hood to review if there are any minor changes that are needed.

10.5 To consider and agree the Terms of Reference for the Allotment Holders Group.
The motion was proposed, the motion was seconded,
Members **AGREED** the Terms of Reference for the Allotment Holders Group.

11 Events

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 asked that the Town Trail is promote by the Council who set it up.

Cllr Hanton mentioned the Art Trail.

Cllr Hanton mentioned revamping the Town Trail leaflet.

Cllr Green gave her apologies for the Annual Town Meeting.

13 Correspondence

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

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Town Council will be on the 13th May 2024 at 7pm at the Town Hall.

MEETING CLOSED: 21.00

CHAIR : _____

DATE: _____

Aprils' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
1	N Power	D/D	Street Lights March 24	£1,381.51	S.Toone		C. Scrivner	
2	EON	D/D	Town Hall March 24	£0.00	S.Toone		C. Scrivner	
3	Vodafone	D/D	Mobile 10.3.24-9.4.24	£34.53	S.Toone		C. Scrivner	
4	BT	D/D	Phone & Internet April 24	£68.00	S.Toone		C. Scrivner	
5	Sage	D/D	Payroll 16.4.23-15.5.23	£8.40	S.Toone		C. Scrivner	
6	Cozens	ONLINE	Street Lights maintenance March 24	£270.00	S.Toone		C. Scrivner	
7	S Ayling	ONLINE	Town Hall Cleaning	£146.00	S.Toone		C. Scrivner	
8	Doreen Joy	ONLINE	Locum Work March 24	£4,897.73	S.Toone		C. Scrivner	
9	Julie Hodds	ONLINE	Salary March 24		S.Toone		C. Scrivner	
10	HMRC	D/D	PAYE 6.2.24-5.3.24		S.Toone		C. Scrivner	
11	Wave	D/D	Allotments 10.12.93-9.3.24	£16.39	S.Toone		C. Scrivner	
12	Wave	D/D	Town Hall 1.12.23-29.2.24	£99.89	S.Toone		C. Scrivner	
13	NNDC	ONLINE	Town Hall rates exemption	£0.00	S.Toone		C. Scrivner	
14	NNDC	ONLINE	Campingfield burial ground rates 24/25	£686.13	S.Toone		C. Scrivner	
15	The Lively Crew	ONLINE	Kitchen Theatre (Artisan Fayre)	£2,160.00	S.Toone		C. Scrivner	
16	Century Printing	ONLINE	Volunteer Fair Posters	£81.12	S.Toone		C. Scrivner	
17	Anglian Internet	ONLINE	New Councillor emails	£103.68	S.Toone		C. Scrivner	
18	CC Planning	ONLINE	NDP tasks and meetings	£5,084.40	S.Toone		C. Scrivner	
19	Rainbow Stationary	ONLINE	Stationary April	£168.30	S.Toone		C. Scrivner	
20	Stalham & Brumstead Recreation Ground	ONLINE	Donation for planting	£157.35	S.Toone		C. Scrivner	

Agreed at Full Council: 8.4.24

Chair Sign:

RFO Sign:

Aprils' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
21	Target Trees	ONLINE	Tree work at Church yard	£960.00	S.Toone		C. Scrivner	
22	Bullfinch	ONLINE	D-Day Beacon Stand	£550.80	S.Toone		C. Scrivner	
23	Cozens	ONLINE	New lights at Recreation Ground	£7,296.00	S.Toone		C. Scrivner	
24	Lloyds Credit Card	D/D	Items for D-Day Credit Card Fee 3 Flags	£290.47	S.Toone		C. Scrivner	
25	C Scrivner	ONLINE	Hoover to Town Hall	£160.00	S.Toone		K.Bayes	
26	Century Printing	ONLINE	100 Years event banners	£82.85	S.Toone		C. Scrivner	
27	BBT	ONLINE	Various works	£455.00	S.Toone		C. Scrivner	
28	Unity Bank	D/D	Service charge	£18.00	S.Toone		C. Scrivner	
29	Stalham & Brumstead Recreation Ground	ONLINE	VAT Claim 1.4.23-31.8.23	£1,725.00	S.Toone		C. Scrivner	
30	Stalham DIY	ONLINE	Various Items	£85.95	S.Toone		C. Scrivner	
31	Carpon & Helliwell	ONLINE	Legal charges(Town Hall)	£540.00	S.Toone		C. Scrivner	
32	Darrens Landscaping	ONLINE	Grass Cutting (Cemeteries)	£571.73	S.Toone		C. Scrivner	

Agreed at Full Council: 8.4.24

Chair Sign:

RFO Sign: