

MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON
MONDAY 4th MARCH 2024 AT THE TOWN HALL.

Present: Cllrs: S Toone (Chair) R Hood, M Willoughby and M Green.

Clerk: Ms D. Joy

Public: 3

MINUTES

The Chair informed members the meeting was being recorded.

01 APOLOGIES FOR ABSENCE

Cllr Hanton – away

Cllr Bayes – meeting

The motion was proposed, the motion was seconded,
Members **ACCEPTED** Cllrs Hanton and Bayes apologies for absence.

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

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 FROM PREVIOUS MEETINGS.

3.1 To agree and sign the minutes of the Amenities Committee held on the 8th January 2024 and **ADOPTED** by Full Council on the 15th January 2024.

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes of the Amenities Committee held on the 8th January 2024 and **ADOPTED** by Full Council on the 15th January 2024.
The Chair signed the minutes.

04 PUBLIC PARTICIPATION TIME

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes) to allow Members of the Public, and any 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.
Members of the public spoke on item 9.3 and how it affects them.
The motion was proposed, the motion was seconded,
Members **AGREED** to resume the meeting.

05 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

- 5.1 Minutes filed.
- 5.2 Updated quotes for Town Hall received.
- 5.3 Reflective areas at Campingfield ongoing.
- 5.4 Allotment meeting remains outstanding.
- 5.5 Memorial bench and tree at Campingfield in progress.
- 5.6 Allotment holders informed of new group.
- 5.7 Allotment Tenancy Agreement updated.
- 5.8 NCC informed of Verges contract 2024.
- 5.9 Potholes at Recreation Road filled.
- 5.10 Memorial Bench policy updated and placed on website.
- 5.11 Pontoon at Staithe meeting with the Boards Authority arranged.
- 5.12 Town Hall drainage issue now complete
- 5.13 Allotment inspections completed.
- 5.14 Facilities companies pending
- 5.15 Community Resilience Plan in progress
- 5.16 Village sign insurance claim closed work starting this month.

06 TOWN HALL

- 6.1 To consider and agree the quote for the Town Halls Fire Alarm.
The motion was proposed, the motion was seconded,
Members **AGREED** the quote for the upgraded Fire Alarm.
- 6.2 To consider and agree the quote for the Town Halls Office Security
The motion was proposed, the motion was seconded,
Members **AGREED** the quote to install a security system for the office.
- 6.3 To consider and agree the quote for the window boxes.
The motion was proposed, the motion was seconded,
Members **AGREED** the quote for the window boxes for the Town Hall.
- 6.4 To consider and agree if to have a flagpole at the Town Hall.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to obtain quotes and report back to Council.
- 6.5 Update on the Town Hall works and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** the updated quotes for the Town Hall refurbishment.
- 6.6 To consider and agree if to put a roller shutter on the kitchen door.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to obtain quotes and report back to Council.

07 BURIAL GROUNDS

08 ALLOTMENTS

- 8.1 Update on gravel boards and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** to sell these boards as they are no longer needed.
- 8.2 To consider and agree if to number the plots on site.
The Clerk informed the meeting the funding would come out of general reserves.
The motion was proposed, the motion was seconded,
Members **AGREED** place a number plaque for each plot.
- 8.3 To consider and agree the action for plots 1a and 1b.
The motion was proposed, the motion was seconded,
Members **AGREED** for this to be raised at the Allotment Holders meeting.

09 HIGHWAYS

9.1 Update on the A149 report and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** to contact County Council and register Council's comments and actively campaign for Option 4 of the report, as this is the option that best serves Stalham.

9.2 To consider and agree if to have the High Street cleaned before the Artisan Market.

The motion was proposed, the motion was seconded,
Members **AGREED** to have the High Street cleaned before the Artisan Market.

9.3 To consider and agree how to tackle the flooding issues in Stalham.

The motion was proposed, the motion was seconded,
Members **AGREED** to ask Cllr Bayes along with District Councillor Matthews to take this on with residents.

For the clerk to investigate flood packs for residents.

10 STREET FURNITURE

10.2 To consider and agree if to have noticeboards and banners at Tescos.

The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to obtain quotes and report back to Council.

11 STREET LIGHTS

11.2 To consider and agreed Councils response to County Councils' Street light consultation.

The motion was proposed, the motion was seconded,
Members **AGREED** to request the County Council lights Stalham stay on, as these are in areas that need to be lit.

12 PROCEDURAL

12.1 To consider and agree if to undertake a tree planting scheme in Stalham.

The motion was proposed, the motion was seconded,
Members **AGREED** Council already take great care of the tree planting in Stalham.

12.2 To consider and agree Fire Training for Council.

The motion was proposed, the motion was seconded,
Members **AGREED** to ask Stalham Fire Station for training.

12.3 To consider and agree for the Clerk and Admin assistant to attend webinars on Martyn's Law.

The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk and Admin assistant to attend webinars on Martyn's Law.

12.4 To consider and agree the Fire Briefing for the Town Hall.

The motion was proposed, the motion was seconded,
Members **AGREED** to remove the bullet points on the last 2 bullet points, and issue the hirers with the PEEPS template to be issued to those who need it in their groups.

13 STAITHE

13.1 To consider and agree the sign at the Staithe.

The motion was proposed, the motion was seconded,
Members **AGREED** to remove the sign as the Staithe and replace if needed in the future.

14 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.

None

15 **CORRESPONDENCE**

To consider correspondence received by the Council and agree responses thereto.
None

16 **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 legal and contractual 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 legal issues.

16.1 To consider and agree if to investigate the issues with the oil tank by the Town Hall, as raised on the Fire Risk Assessment.

The motion was proposed, the motion was seconded,
Members **AGREED** instruct a professional to investigate this.

17 **DATE OF NEXT MEETING**

17.1 To confirm the next meeting of this Committee is 3rd June 2024.

MEETING CLOSED: 8:12PM

CHAIR: _____

DATE: _____