



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 9th OCTOBER 2023 AT THE TOWN HALL.

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

Members of Public: – 4

Clerk: Ms D. Joy

MINUTES

The Chair informed members that the meeting was being recorded.

01 Apologies for Absence

Cllr Taylor – work

The motion was proposed, the motion was seconded,
Members **AGREED** to accept Cllr Taylor's apologies.

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 Hood declared an interest in Item 7.5 and asked for a dispensation to speak and vote.

The motion was proposed, the motion was seconded,
Members **AGREED** to allow Cllr Hood to speak and vote on item 7.5.

03 Minutes of Previous Meetings

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

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

The Chair signed the minutes

3.2 To adopt the minutes of the Finance and Data Protection Committee held on the 2nd October 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 2nd October 2023.

04 Mayors Report

- Maggie (deputy mayor) and Doreen (Locum clerk) and me visited Broadland Council Offices in Norwich in September to source recycled office equipment. Due to the merge of Broadland District Council and South Norfolk District Council and their agreed move to Broadland Business Park in Thorpe they were offering the public and any organisations the opportunity to free office furniture. We have been able to resource our new office and obtain other furniture at the same time.
- Council is well on track to setting its precept budget for 2024-25. We have agreed to replace 30 streetlights units with new LED units to help reduce rising energy costs.
- Another key initiative from the budget draft is the allocation of £5000 for our local community organisations to apply for grants, further details will follow shortly.
- HSTF (High Street Task Force) The second meeting of this funded programme was held on Friday 6th October, at the Town Hall. The meeting was attended by various stakeholders across Norfolk, district, and parishes. Identified next steps to establish a Town's Team of key stakeholders to develop a vision for Stalham.
- Cllr Toone and I attended the road safety meeting at Nth Walsham High School where questions and discussion took place on road safety and the challenges parishes across North Norfolk regarding rural roads and speeding.
- Cllr Toone and myself have fenced off the seeded burial extension at Campingfield Road
- Thanks to Cllr Phil Hanton who has liaised with Stalham Town Football Club to ensure that they could be accommodated at the Recreation Ground during their refurbishment of their club house and increased numbers of teams.
- Cllr Toone and myself on behalf of the Trustees of SABRGC have submitted a grant application with the support of Active Norfolk for £10,000 to support people over 55 to become more active. The grant includes an Engagement Coordinator's role.
- Belated thanks to Cllr Phil Hanton and his wife Val for hosting a summer barbecue which was in recognition to Carolyn Gelinis and Mike Lilly for their service to Stalham as parish councillors. Unfortunately Mike was unable to attend on this occasion due to a fall.

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 Bayes gave his report.

A member of the public informed the meeting of a Neighbourhood Watch Scheme they have set up.

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 Quotes received re structural report.
- 6.4 Meeting arranged with Sutton for the A149.
- 6.5 Letter sent to County Council re High Street footpath closure. Awaiting a response.
- 6.6 June's internal audit completed.
- 6.7 Structural engineer visited Council office.
- 6.8 All polices updated.

07 Amenities

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

The motion was proposed, the motion was seconded, Members **AGREED** this year's cost of £85.00 for the annual inspection.

- 7.2 Update on the structural report for the office and to consider and agree any actions.

The motion was proposed, the motion was seconded, Members **AGREED** to go with the beam option to ensure the floor space is secure.

- 7.3 Update on the Parish Partnership and to consider and agree any actions.

The motion was proposed, the motion was seconded, Members **AGREED** for members to email the Clerk their suggestions for the application, and this will go on the next Amenities Committee meeting in November.

- 7.4 To consider and agree Councils response to:

PF/23/2046

Proposal: Erection of 7 dwellings and associated works.

Location: Old Bakers Yard, High Street, Stalham, NR12 9GA

The motion was proposed, the motion was seconded, Members **AGREED** to **OBJECT** this proposal under the material objections of density and highways safety.

7.5 To consider and agree if to take over the land at the Hopkins Homes development.

The motion was proposed, the motion was seconded,

Members **AGREED** the following:

To await on quotes to maintain the land.

To request a representative from NNDC to come and speak with members about this proposal.

08 Finance & General Purposes Committee

8.1 To consider and agree August's reconciliations of bank accounts.

The motion was proposed, the motion was seconded,

Members **AGREED** August's reconciliations of bank accounts.

8.2 To consider and agree September's payments and Augusts Income.

The motion was proposed, the motion was seconded,

Members **AGREED** October payments and September's income.

This motion will be revisited at November's meeting.

8.3 Update on the External Auditors report and to consider and agree any action.

The Chair informed the meeting that the issues raised on the External Auditors report for 2022/2023 had now been addressed since the locum clerk took over the accounts in March 2023.

The motion was proposed, the motion was seconded,

Members **AGREED** the External Auditors report for 2022/2023.

8.4 To consider and agree the Budget and Ear Marked Reserves for 2024/2025.

The motion was proposed, the motion was seconded,

Members **AGREED** the annual budget of £200,255.44 and the following earmarked reserves:

Ear Marked Funds	2024/2025	NOTES
Burial Ground Ext	£40,000.00	New road
Town Hall Sec 106	£20,000.00	
Town Hall Refurbishment	£20,000.00	Office & toilets
High Street	£10,000.00	Improvement plans
Allotment	£4,000.00	
Quay Heading	£7,500.00	
Election	£1,600.00	
Salary	£10,000.00	
Warmer Homes Grant	£4,850.00	
Total	£113,100.00	

8.5 To consider and agree the Precept for 2024/2025.

The motion was proposed, the motion was seconded,

Members **AGREED** not to increase the precept and to maintain it at £190,000.00.

8.6 To consider and agree it to apply to Utility Aid for advice on utility bills.

The motion was proposed, the motion was seconded,

Members **AGREED** for the Clerk to investigate this subject to cost.

8.7 To consider and agree if to apply for a Council credit card.

The motion was proposed, the motion was seconded,

Members **AGREED** for Cllr Scrivner to investigate the various payment options and report back to Council.

09 Training

9.1 To consider and agree if to purchase the latest Arnold Baker and Local Councils explained.

The motion was proposed, the motion was seconded,
Members **AGREED** to purchase the latest Arnold Baker and Local Councils explained.

10 Policies, Documents and Communications.

10.1 To consider and agree the new Councils website and web address.

The motion was proposed, the motion was seconded,
Members **AGREED** the new website and to have a .GOV web address.

10.2 To consider and agree if to have workshops for volunteer groups.

The motion was proposed, the motion was seconded,
Members **AGREED** the following:
For this project to start in January and be part of the Councillor meet and greets.
For the Clerk to contact the community groups and ask them for a remit of what they are looking for.

To advertise this in the local press.

For the Clerk to put together a proposal and report back to members.

10.3 To consider and agree if to seek advice re the Stalham and Brumstead Recreation Ground Charity.

The Clerk informed the meeting that members should be aware of their legal responsibilities of being a Trustee to Council.

The motion was proposed, the motion was seconded,

Members **AGREED** for the Clerk to liaise with Rebecca Matthews on this issue and report back to Council.

10.4 Update on Councils emails and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** to have M365 emails with the .GOV address as these are more secure.

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 Green mentioned the D-Day Event. The Clerk informed the meeting an events meeting would be imminent.

Cllr Bayes mentioned the Artisan Market and people had applied already.

Cllr Hanton updated members on the current status of the newsletter.

