



MINUTES OF THE FULL COUNCIL MEETING HELD ON  
MONDAY 9th SEPTEMBER 2024 AT THE TOWN HALL.

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

Members of Public: – 5

Clerk: D.Joy

**MINUTES**

The Chair informed members the meeting was being recorded.

**01 Apologies for Absence**

Cllr Willoughby – away

Cllr Scrivner – away

The motion was proposed, the motion was seconded,

Members **AGREED** Cllrs Willoughbys' and Scrivners' 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 Extraordinary Meeting on the 19<sup>th</sup> August 2024.

The motion was proposed, the motion was seconded,

Members **AGREED** the minutes from the Full Council Meeting on the 19th August 2024.

The Chair signed the minutes

**04 Mayors Report**

The Mayor thanked the Business Forum for a great Vintage Market, that he and another Councillor has cut the hedges at Brunstead Road.

## 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.

S Aquarone MP addressed the meeting

District Councillor Taylor gave his report.

Stalham Primary School Head updated members on the school's progress.

A member of the public mentioned the litter around Stalham and the current provision was not working.

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 Doors pending

6.4 Beer Festival in progress.

6.5 Changes to event booking form updated.

6.6 HR Company ongoing.

6.7 Community Ownership Scheme pending.

## 07 Amenities

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

Cllr Hanton informed the meeting there was no action to be taken.

7.2 Update on the flagpole for the Town Hall and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** to pursue this project with a formal flagpole.

7.3 Update on the Oil Tank next to the Town Hall and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** for the Clerk to send photos to Building Control at NNDC for their professional opinion on the location of this tank.

7.4 Update on the legionella report and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** for the Clerk to obtain quotes for the items in yellow and orange and to look at a water softener system.

7.5 To consider and agree the action regarding the moles at Campingfield Burial ground.

The motion was proposed, the motion was seconded,

Members **AGREED** for the Clerk request a visit from Platten Pest Control.

7.6 To consider and agree if to put in for a Parish Partnership 2025/2026.

The motion was proposed, the motion was seconded,

Members **AGREED** to put in a scheme for a speed bump at the Ingham Road School Junction. This is subject to consulting with surrounding villages on a joint scheme for the A149.

- 7.7 To consider and agree actions to the feedback from residents regarding the High Street.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to pass this information onto the High Street Taks Force at NNDC.
- 7.8 To consider and agree if to apply to highways for an extra pole for the SAM2 on St Johns Road.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to approach Highways and request a pole for the Sam2 on the side of the road where there are no parked cars.
- 7.9 To consider and agree the quote for the 6-year electrical testing for the street lights.  
The motion was proposed, the motion was seconded,  
Members **AGREED** the quote from Cozens for the 6-year electrical testing.
- 7.10 To consider and agree if to put in a joint Parish Partnership Scheme for the A149 and if so what scheme?  
See item 7.6
- 7.11 To consider and agree Council’s response to NNDC proposal to close the Public Toilets in Stalham.  
The motion was proposed, the motion was seconded,  
Members **AGREED** for Cllr Bayes to put together a draft letter for the Town Council, County Councillor Dixon, District Councillors Taylor and Bayes and Stefan Aquanone MP to sign .

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

- 8.1 To consider and agree April, June and Julys’ reconciliations of bank accounts.  
The motion was proposed, the motion was seconded,  
Members **AGREED** April, June and Julys’ reconciliations of bank accounts.
- 8.2 To consider and agree Augusts & September’s payments.  
The motion was proposed, the motion was seconded,  
Members **AGREED** Augusts & September’s payments.
- 8.3 To consider and agree the costs for the new laptop.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to purchase a HP 15.6” HD Core at the cost of £475.00 with the extra £25.00 for anti-virus software.
- 8.4 To consider and agree if to change Councils’ mobile contract over to EE.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to change Councils’ mobile contract over to EE.
- 8.5 To consider and agree the extra costs for the office safe.  
The motion was proposed, the motion was seconded,  
Members **AGREED** the extra costs for the office safe.

## **09 Training**

- 9.1 To consider and agree for Cllr Toone to attend a Charitable Trusts and Parish Councils Course.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to amend the resolution to :  
*“To consider and agree for Cllr Toone and Julie Hodds to attend a Charitable Trusts and Parish Councils Course”*  
The motion was proposed, the motion was seconded,  
Members **AGREED** for Cllr Toone and Julie Hodds to attend a Charitable Trusts and Parish Councils Course.

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

### **10.1 To consider the letter to NNDC re their lack of support in Stalham.**

The motion was proposed, the motion was seconded,  
Members **AGREED** to add this into the letter being drafted for Item 7.11.

### **10.2 To consider if to have a meeting in December.**

The motion was proposed, the motion was seconded,  
Members **AGREED** not to have a meeting in December.

### **10.3 To consider and agree suggestions for Council projects for 2025-2026**

The motion was proposed, the motion was seconded,  
Members **AGREED** to consider the following projects for 2025-2026.

The Town Hall toilets and floor

The Pontoon

Christmas Lighting

Flags for the High Street.

### **10.4 To consider and agree if to update the Town Trail Leaflet.**

The motion was proposed, the motion was seconded,  
Members **AGREED** for Cllr Hanton to update this next year and for this to be placed in the budget for 2025-2026.

### **10.5 Update on the Community Resilience Plan and to consider and agree any actions.**

The motion was proposed, the motion was seconded,  
Members **AGREED** look as this next year to see if Council need to complete this plan.

### **10.6 To consider and agree the Staithe Agreement with the Broads Authority.**

The motion was proposed, the motion was seconded,  
Members **AGREED** to seek legal advice on this lease.

## **11 Events**

### **11.1 Update on the Beer Festival and to consider and agree any actions.**

The Clerk updated that meeting on the insurance implications, volunteers, budget and bands.

The motion was proposed, the motion was seconded,

Members **AGREED** the following:

For the bands that do not have their insurance to come under Councils

Cllr Bayes to organise the background music for the event.

To ask DLH if they will sponsor T-Shirts for the beer festival.

## **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.

### **12.1 Delegation of Powers for:**

None

Cllr Toone mentioned about an update on the fire doors at the Town Hall.

The Clerk informed the meeting that Council had agreed for Cllrs Scrivner, Hood and Wilmshurst to complete this task and therefore Council was awaiting an update from them.

## **13 Correspondence**

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

### **13.1 To consider and agree the help requires by the Business Forum.**

The motion was proposed, the motion was seconded,

Members **AGREED** to assist with putting the trees up but will be unable to cut the trees etc. Also, Council will not be able to connect the trees to the electric due to Health and Safety concerns.

**14 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 employment and legal 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 employment

14.1 To ratify the permanent employment of the Administrative Assistant.

Members **AGREED** the permanent appointment of the Administrative Assistant role.

14.2 To ratify the pay increase for the Administrative Assistant.

Members **AGREED** the pay increase for the Administrative Assistant role.

*NB 14.1 & 14.2 was agreed at July's meeting but not minuted*

14.3 Update on Employment issues and to consider and agree any actions.

Members **AGREED** to the costs and appointment of a HR Company.

**15 Date of Next Meeting**

15.1 To confirm that the date of the next Meeting of the Town Council will be on the 14<sup>th</sup> October 2024 at 7pm at the Town Hall.

MEETING CLOSED:10:10pm

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

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

Augusts' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
173	BT	D/D	Phone & Internet July	£82.40	S Toone		C.Scrivner	
174	EON	D/D	Town Hall July	£129.63	S Toone		C.Scrivner	
175	SAGE	D/D	PAYROLL - 16.7.24-15.8.24	£12.00	S Toone		C.Scrivner	
176	N Power	D/D	Street Lights July	£1,123.94	S Toone		C.Scrivner	
177	Vodafone	D/D	Mobile 10.6.24-9.7.24	£34.53	S Toone		C.Scrivner	
178	Cozens	D/D	Street light Maintenance August	£270.00	S Toone		C.Scrivner	
179	Lloyds Credit Card	D/D	Artisan Market , H&S items	£63.45	S Toone		C.Scrivner	
180	Stalham DIY	ONLINE	Various Items	£16.10	S Toone		C.Scrivner	
181	S Ayling	ONLINE	July Cleaning	£294.00	S Toone		C.Scrivner	
182	Rainbow	ONLINE	Stationary & Shredder	£357.84	S Toone		C.Scrivner	
183	D.Boden	ONLINE	Burial Grounds July	£571.73	S Toone		C.Scrivner	
184	Century Printing	ONLINE	Summer Newsletter	£912.00	S Toone		C.Scrivner	
185	Doreen Joy	ONLINE	Employment Costs	£6,460.37	S Toone		C.Scrivner	
186	J Hodds	ONLINE			S Toone		C.Scrivner	
187	HMRC	ONLINE			PAYE Month 2 and 3	S Toone		C.Scrivner
188	Norwich Ukulele	ONLINE	Artisan Market	£200.00	S Toone		C.Scrivner	
189	Dandini Puppets	ONLINE	Punch and Judy	£20.00	S Toone		C.Scrivner	
190	The Window Cleaner	ONLINE	Deep clean town Hall	£200.00	S Toone		C.Scrivner	
191	Local IQ	ONLINE	Clerk job Advert	£392.40	S Toone		C.Scrivner	
192	Holt Ridge Morris Dancers	ONLINE	Artisan Market	£200.00	S Toone		C.Scrivner	
<b>Agreed at Full Council on 9.9.24 Chair Sign: RFO Sign:</b>								
193	Noticeboards Company	ONLINE	New Noticeboard (Tescos)	£633.60	S Toone		C.Scrivner	
194	NNDC	ONLINE	Bin collections 2024/2025	£2,673.00	S Toone		C.Scrivner	
195	BBT	ONLINE	Pot hole (Rec Road)	£85.00	S Toone		C.Scrivner	
196	BBT	ONLINE	Repairs to flag poles	£75.00	S Toone		C.Scrivner	
197	North Walsham Fire Protection	ONLINE	Annual Fire Extinguisher Service	£72.14	S Toone		C.Scrivner	
198	Dennys Construction	ONLINE	Office Refurn/Mezzaine	£11,157.60	S Toone		C.Scrivner	
199	SABRGC	ONLINE	Quiz Donation	£205.00	S Toone		C.Scrivner	
200	SABRGC	ONLINE	VAT Return 1.9.23-31.3.24	£1,981.49	S Toone		C.Scrivner	
201	M Green	ONLINE	Tea pot for Town Hall	£3.50	S Toone		C.Scrivner	
202	Community Heartbeat	ONLINE	New pads for defib	£131.94	S Toone		C.Scrivner	
203	Harrisons	ONLINE	Flag pole return	£30.53	S Toone		C.Scrivner	
<b>Agreed at Full Council on 9.9.24 Chair Sign: RFO Sign:</b>								

Septembers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
204	BT	D/D	Phone and Internet August and September	£166.70	S Toone		K Bayes	
205	EON	D/D	Town Hall August	£90.01	S Toone		K Bayes	
206	SAGE	D/D	Payroll 16.8.24-15.9.24	£12.00	S Toone		K Bayes	
207	N Power	D/D	Street Lights August	£1,136.64	S Toone		K Bayes	
208	Vodafone	D/D	Mobile 10.8.24-9.9.24	£34.53	S Toone		K Bayes	
209	Cozens	D/D	Street Lights September	£270.00	S Toone		K Bayes	
210	P Hanton	Online	Art Trail 2024	£123.00	S Toone		K Bayes	
211	WAVE	Online	Town Hall 1.6.24-31.8.24	£172.08	S Toone		K Bayes	
212	S Ayling	Online	Town Hall Cleaning -August	£249.99	S Toone		K Bayes	
213	Rainbow	Online	Oil for Shredder	£32.99	S Toone		K Bayes	
214	D.Boden	Online	Burial Grounds grass cutting August	£571.73	S Toone		K Bayes	
215	Century Printing	Online	Beer festival and Art Trail	£904.26	S Toone		K Bayes	
216	Doreen Joy	Online	Employment Costs	£3,615.58	S Toone		K Bayes	
217	J Hodds	Online			S Toone		K Bayes	
218	Platten Pest Control	Online	Allotments May-June	£216.00	S Toone		K Bayes	
219	AG Meale	Online	Plants for Town Hall planters	£38.78	S Toone		K Bayes	
220	Stalham Town Council	D/D	Reserves Paid from CCLA account	£40,000.00	S Toone		K Bayes	
221	Cozens	Online	New street lamp (Ins claim)	£2,220.00	S Toone		K Bayes	
<b>Agreed at Full Council on 9.9.24</b>						<b>Chair Sign:</b>		
						<b>RFO Sign:</b>		