



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 13th JANUARY 2025 AT THE TOWN HALL.

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

Members of Public: – 2

Clerk: D.Joy

MINUTES

The Chair informed members the meeting was being recorded.

01 Apologies for Absence

Cllr Wilmshurst

The motion was proposed,

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 11th November 2025.

The motion was proposed,

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

The Chair signed the minutes.

Cllr Scrivner entered the meeting.

3.2 To adopt the minutes from the Events Working Group held on the 9th December 2024. The motion was proposed.

Members **AGREED** to adopt the minutes from the Events Working Group held on the 9th December 2024.

04 **Mayors Report**

First, I would like to wish all councillors, their partners and loved ones, residents businesses and community groups a very happy, healthy and prosperous 2025.

•Sydney House

We did, what is becoming our annual visit to Sydney House to wish residents and staff a very happy Christmas. Festive sausage rolls (provided by Phil and Val Hanton) and cupcakes made and decorated by councillors.

•Christmas Party

Many thanks for all those who helped in arranging another lovely Christmas Party and for Maggie in organising the Secret Santa.

•Litter pick.

On New Year's Eve. Councillors and partners did a final litter pick for 2024, resulting in significant litter collected.

•Flags and Christmas Tree

Thank you to Doreen and Julie in decorating the Town Hall at Christmas and making it look very festive. Great effort was made to put up the festive flags and the tree outside the Grebe, again special thanks go to partners of the councillor and friends who always volunteer and offer their support.

•Festive Christmas Trees

Many thanks to Robert Stevens in kindly donating out Christmas tree this year and for our own mobile Christmas Tree, Doreen who with Julie's assistance on their last working day before their festive holiday, delivered Christmas cheer and cards to businesses in the high street.

•Carol Service at the Swan

Very good community turn out for the annual festive carols at the Swan, was lovely to see so many people in attendance and singing and making it very festive. Thanks to the Baptist Chapel and the Swan for hosting and providing festive food.

•Men's Breakfast

I attended Men's breakfast on Saturday and want to highlight what a great initiative this event has become. Over 40 men from our communities were in attendance. Socially networking and catching up with each other over a very extensive breakfast with the donations collected going to the speaker's charity. These take place every 6 weeks. There is also a lady's breakfast as well.

•Stalham Community News

Many thanks to Phil for his efforts in putting together our Community Newsletter and to Roger and Katie at Century Printing who helped in the layout of the Newsletter. And to all those who ensured that they were delivered before Christmas.

•Solar Panels on the Baptist Chapel Roof

I am pleased to confirm that after having received concerns regarding planning issues which were potentially impacting the installation and subsequent funding and savings on energy. The panels have now been erected with battery storage.

•Catfield does Christmas

Several councillors and their partners attended this event which was a great success and enjoyable night. One of our tables won the Quiz and donated the £40 voucher from Catfield Post Office to the Community Christmas Day lunch held at Catfield Village Hall.

•Christmas Quiz

Many thanks to Phil and Glynn for arranging the Christmas Quiz at the Poppy Centre

•Supporting Food parcels at Tesco

Thank you to councillors supporting this Tesco initiative to help highlight this opportunity to customers of purchasing food bags which have been pre-selected and priced at various amounts.

•Town Hall refurbishment and opening of office.

Once the new back door has been fitted on the Town Hall the refurbishment project to date is complete. I think it is remarkable to see the changes that have happened over the past 18 months to the Town Hall. We now have a working office in the centre of our Town access to our Clerks and us as a Town Council while providing a more welcoming and energy efficient Town Hall. I would like to suggest we have an official office opening morning/day to show off what has been achieved, while at the same time promoting the facility/resource to residents and businesses.

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,

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

A member of the public commented on item 7.4

District Councillor Taylor gave his report.

County Councillor Dixon gave his report.

The motion was proposed,

Members **AGREED** to resume the meeting

Cllr Taylor left 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 contractor booked
- 6.4 Community Ownership Scheme Cllr Taylor not pursuing
- 6.5 Town Hall flagpole ongoing
- 6.6 Planning Applications responded to.
- 6.7 Precept and budget sent to NNDC.
- 6.8 Site visit arranges for land at Weavers Way
- 6.9 Quiz monies paid in January 2025.
- 6.10 Credit card application sent to Unity.
- 6.11 Meeting dates for 2025 on website and noticeboards.
- 6.12 Cakes made and deliver to Sydney House.
- 6.13 Events 2025 preparation started.
- 6.14 Town Hall decorated.
- 6.15 Correspondences replied to.

07 Amenities

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

No action required.

Cllr Taylor re-joined the meeting.

- 7.2 Receive the annual tree report and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to action the reported recommendations.

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

The motion was proposed,

Members **AGREED** not to pursue the schemes put forward for the Parish Partnership, but to request a safety audit on the Brumstead/Ingham Road junction from Highways. Siting the issues round the influx of children crossing by this junction and the placement of the crossing person.

- 7.4 To consider and agree if to take any action on the Stepping Stone/Brumstead Lane junction.

The motion was proposed,

Members **AGREED** request a safety audit for this junction and to review the speed limit

- 7.5 To consider and agree how to tackle the lack of transport for disabled people in Stalham.

The motion was proposed,

Members **AGREED** for Cllr Green to work with District Councillor Taylor on this issue and report back.

- 7.6 To consider and agree if to take on the verge cutting for 2025/2026.

The motion was proposed,

Members **AGREED** to take on the verge cutting for 2025/2026.

08 Finance & General Purposes Committee

- 8.1 To consider and agree November's and December's reconciliations of bank accounts.
The motion was proposed,
Members **AGREED** November's and December's reconciliations of bank accounts.
- 8.2 To consider and agree December's and January's payments.
The motion was proposed,
Members **AGREED** December's and January's payments.
- 8.3 Update on First Responders Grant and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the change of use for the grant given in 2024.

09 Training

10 Policies, Documents and Communications.

- 10.1 Update on Towns Team admin and to consider and any actions.
The motion was proposed,
Members **AGREED** for Cllr Hood to attend the next meeting with the Clerks template and speak to a volunteer there about taking on the administrative tasks for the Towns' Team and report back to Council.
- 10.2 Update on the Annual Towns meeting and to consider and agree any action.
The motion was proposed,
Members **AGREED** to ask the Baptist Church to speak at this years Annual Towns meeting.
- 10.3 To review Councils' Subject Access Request form and to consider and agree any actions.
The motion was proposed,
Members **AGREED** Councils' Subject Access Request form.
- 10.4 To review Councils' Freedom of Information Policy and to consider and agree any actions
The motion was proposed,
Members **AGREED** Councils' Freedom of Information Policy.

11 Events

- 11.1 Update on the Beer Festival and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to discuss this at the Events Working Group meeting on Monday.

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:
Fire doors for the Town Hall: It was agreed to accept quote
Payments list for December 2024.
Local Plan Response
Cllr Hanton informed the meeting about fly tipping at Campingfield Burial Ground.
The Clerk will investigate this.
Cllr P Wilmshurst informed the meeting about the state of the pavements when frozen in the High Street.
The Clerk stated she would place on social media the locations of Councils grit bins and for people to use them.
Cllr Bayes mentioned the hazard of the broken guttering at Boots.
The Clerk will write again to the landlord of Boots. She also informed the meeting

the manager of Boots had also been chasing the landlord.

13 Correspondence

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

13.1 Thank you from resident

13.2 Email from Norfolk Screen regarding filming in Norfolk.

The motion was proposed,

Members **AGREED** to register Councils assets with Norfolk Screen.

13.3 Email from NNDC regarding a meeting to discuss the public toilets.

The motion was proposed,

Members **AGREED** for Cllrs Bayes, Toone, Green, and the Clerk to attend this meeting.

Cllr Bayes and Taylor will be there in his District Council capacity on the 30th January.

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,

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 and legal issues,

14.1 To consider and agree the quotes for the Verge cutting 2025/2026.

The motion was proposed,

Members **AGREED** the quote for the Verge cutting 2025/2026.

14.2 To consider and agree the quotes for the grass cutting for 2025/2026.

The motion was proposed,

Members **AGREED** the quote for the grass cutting 2025/2026

14.3 To consider and agree the quotes for the plumbing work at the Town Hall

The motion was proposed,

Members **AGREED** on the company recommended by Cllr Bayes to quote for this work.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Town Council will be on the 10th February 2025 at 7pm at the Town Hall.

MEETING CLOSED: 8.33pm

CHAIR: _____

DATE: _____

Januarys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
253	EON	D/D	Street lights Dec	£342.39	S.Toone		K Bayes	
254	EE	D/D	Mobiles	£43.26	S.Toone		K Bayes	
255	Wave	D/D	Town Hall 1.9.24-30.11.24	£123.88	S.Toone		K Bayes	
256	BT	D/D	Phone & Internet Dec 24	£71.94	S.Toone		K Bayes	
257	N Power	D/D	Street lights Dec	£1,510.16	S.Toone		K Bayes	
258	SAGE	D/D	Payroll	£12.00	S.Toone		K Bayes	
259	Wave	D/D	Allotment 10.9.24=9.12.24	£17.39	S.Toone		K Bayes	
260	Unity	D/D	Handling Charge	£16.30	S.Toone		K Bayes	
261	Unity	D/D	Bank charges Dec	£10.35	S.Toone		K Bayes	
262	Lloyds	D/D	Credit Card Charges - £6 Ring Door bell £59 Litter Pickers £27.96 Toner £31.92	£124.88	S.Toone		K Bayes	
263	Stalham DIY	ONLINE	Novembers & Decembers items	£119.65	S.Toone		K Bayes	
264	Norfolk PAT Testing	ONLINE	PAT Test 2024	£88.20	S.Toone		K Bayes	
265	Cozens	STO	Maintenance Jan	£180.00	S.Toone		K Bayes	
266	NNDC	ONLINE	Bin Collection 2024-2025 (Campingfield)	£444.60	S.Toone		K Bayes	
267	Century Printing	ONLINE	Decembers newsletter & Sign	£894.10	S.Toone		K Bayes	
268	AG Meale	ONLINE	Christmas	£30.00	S.Toone		K Bayes	
269	Cozens	ONLINE	6 Year Electrical Test	£1,728.00	S.Toone		K Bayes	

Agreed at Full Council on 13.1.25 Chair Sign:

RFO Sign:

Januarys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
270	Salaries	ONLINE	Employment Costs	£3,294.44	S.Toone		K Bayes	
	HMRC	D/D			S.Toone		K Bayes	
271	Norfolk Pension Fund	ONLINE	Back dated Pension 2023-2024 & 2024-2025	£18,650.91	S.Toone		K Bayes	
272	BBT	ONLINE	Various Works	£225.00	S.Toone		K Bayes	
273	Broadland Model Railway	ONLINE	Donation from Quiz Night	£200.00	S.Toone		K Bayes	
274	Stalham Library	ONLINE	Donation from Quiz Night	£100.00	S.Toone		K Bayes	
275	Mens Shed	ONLINE	Donation from Quiz Night	£100.00	S.Toone		K Bayes	
276	Rainbow Stationary	ONLINE	Novembers stationary	£57.44	S.Toone		K Bayes	

Agreed at Full Council on 13.1.25 Chair Sign:

RFO Sign: