

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 7th JULY 2025 AT THE TOWN HALL.

Present: Cllrs: M Green, S Toone, M Willoughby, R Wilmshurst, P Hanton, P Wilmshurst
R Hood and M McGeary.

Members of Public: – 1

Clerk: D.Joy

MINUTES

01 Apologies for Absence

Cllr Bayes – previous engagement

Cllrs Scrivner – away.

Cllr Taylor – away

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 9th June 2025.

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 9th June 2025.

The Chair signed the minutes.

04 Mayors Report

VE day was a great success; special thanks must go to Doreen and Julie for the excellent organisation and effort in putting on such a fine and fitting event that will be remembered for years to come.

Litter picks continue fortnightly with continued support from local volunteers, concentrating on the main areas of the street and main routes into the Town.

Stalham Open Gardens was a great success, with 10 local residents providing access to their gardens over the weekend, some providing refreshment as selling plants. It was excellently organised by Cllr Phil Hanton and Sally. A total of 157 people visited with over £750 collect which will support planting in and around Stalham.

Thanks to councillors and volunteers, the hedge and pavement adjoining the closed cemetery on Brumstead Road has been cut and weeded for safety as well as for appearance.

It Is pleasing to see more new businesses opening in the high street with others planned to open soon.

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.

County Councillor Dixon gave his report.

The motion was proposed,

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 Requested quote from contractor for Millside Trail boards.

6.4 Memorial bench on order.

6.5 Awaiting reply from contractor for plumbing works at the Town Hall.

6.6 Bin for Staithe on order.

6.7 Bus Shelter Grant in progress.

6.8 VAT registration in progress

6.9 Parish Online subscription cancelled.

6.10 Internal audit actions completed.

6.11 Year End accounts sent to External Auditor.

6.12 Payment made to 901 Troop.

6.13 Awaiting forms to be signed to add Julie to view Councils accounts.

6.14 Towns Events leaflets ordered and delivered to shops awaiting to be delivered to houses.

6.15 Contact the Broads re visit pending.

07 Amenities

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

Cllr Hanton noted the trail boards and signage which is in hand.

7.2 Update on the PSPO order and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for The Clerk and Cllr Hood to draft a document for public consultation.

7.3 To consider and agree the area for the Open Gardens profits to be spent.

The motion was proposed,

Members **AGREED** to allocate £250.00 for planting at the library and the residual for other planting projects Stalham in Bloom do throughout the Town.

7.4 To consider and agree if to refurbish the Town Hall divider doors and the cost.

The motion was proposed,

Members **AGREED** to wait until the new flooring is laid in the Town hall then review.

7.5 To consider and agree the way forward for Volunteer Days.

The motion was proposed,

Members **AGREED** to keep the litter pick on Wednesdays during the summer with a couple of days allocated for evenings and to run a volunteer workshop in September.

- 7.6 Update on the Town Hall refurbishment and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to go ahead with the toilet refurbishments now clarifications from the contractors have been received.
- 7.7 To consider and agree if to have the church graveyard walls inspected.
The motion was proposed,
Members **AGREED** for the Clerk to obtain quotes and report back.
- 7.8 To consider and agree if to accept the proposal for taking on a piece of land at the top of the High Street.
The motion was proposed,
Members **AGREED** to take over this piece on land as a bequest.
- 7.9 To consider and agree the action for the overhanging tree at the Churchyard.
The motion was proposed,
Members **AGREED** to make arrangements to take this tree down and to replace it.
- 7.10 To consider and agree if to sign an asset Agreement from Cozens.
The motion was proposed,
Members **AGREED** to sign the Asset Agreement form Cozens and to review this in 2 years.

08 Finance & General Purposes Committee

- 8.1 To consider and agree Mays reconciliations of bank accounts.
The motion was proposed,
Members **AGREED** to amend the resolution to say “Junes Reconciliations”
The motion was proposed,
Members **AGREED** June’s reconciliations of bank accounts.
- 8.2 To consider and agree June’s payments.
The Clerk informed the meeting of the following:
An extra payment for £218 to Platten Pest Control.
Street lights will be billed annually.
The motion was proposed,
Members **AGREED** to amend the resolution to say “Julys Payments”
The motion was proposed,
Members **AGREED** July’s payments.
- 8.3 To consider and agree if to go to the Electricity Ombudsman re the Town Hall electric.
The motion was proposed,
Members **AGREED** to go to the Electricity Ombudsman re the Town Hall electric.
- 8.4 To consider and agree the quote for insurance for the Pontoon.
The motion was proposed,
Members **AGREED** the quote for insurance for the Pontoon.
- 8.5 Update on Market Town funding and to consider and agree any actions.
This will be covered under Item 11.3

09 Training

10 Policies, Documents and Communications.

- 10.1 To consider and agree if to join the Norfolk Local Access Forum.
The motion was proposed,
Members **AGREED** to place this on social media for people to apply.
- 10.2 To consider and agree Council IT Policy.
The motion was proposed,
Members **AGREED** to review this at September’s meeting.

- 10.3 To write a response to the government plans for a Unitary Council.
The motion was proposed,
Members **AGREED** for Cllr Hood and Hanton to produce a response to be circulated to members.
- 10.4 To consider and agree if to enter the Norfolk Community Foundation Photo Competition.
The motion was proposed,
Members **AGREED** to submit the Council photo from D-Day.
- 10.5 To consider and agree if to adopt the Neighbourhood Plan.
This item is being deferred until the consultant can present to Council.

11 Events

- 11.1 To consider and agree the steward's rota for the Artisan Market.
The motion was proposed,
Members **AGREED** to place Lamartis across the High Street and to do a call put for volunteers in social media.
- 11.2 To consider and agree the High Street flags for then summer.
The motion was proposed,
Members **AGREED** for the Clerk to arrange a meeting with the Business Forum and the Chair.
- 11.3 To consider and agree if to do a joint application for Market Town Funding with Richardsons.
The motion was proposed,
Members **AGREED** to do a joint application for Market Town Funding with Richardsons.

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

13 Correspondence

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

- 13.1 An email regarding Highways concerns from a resident.
The motion was proposed,
Members **AGREED** to support the residents' proposals for a 20mph and concealed entrance signs.
- 13.2 A request for a memorial plaque on the new wall at the church.
The motion was proposed,
Members **AGREED** to support the memorial plaque on the new wall at the church.

14 Date of Next Meeting

- 14.1 To confirm that the date of the next Meeting of the Town Council will be on the 8th September 2025 at 7pm at the Town Hall.

MEETING CLOSED: 8:52pm

CHAIR: _____

DATE: _____

Julys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
117	BT	D/D	Phone and Internet June	£76.55	K Bayes		S.Toone	
118	SAGE	D/D	Payroll 16.6.25-15.7.25	£8.40	K Bayes		S.Toone	
119	Cozens	D/D	Street lights June	£180.00	K Bayes		S.Toone	
120	EON	D/D	Awaiting invoice	£0.00	K Bayes		S.Toone	
121	EE	D/D	Mobiles - June	£48.00	K Bayes		S.Toone	
122	Lloyds Credit Card	D/D	June	£79.77	K Bayes		S.Toone	
123	Unity	D/D	Manual Handling charge	£1.20	K Bayes		S.Toone	
124	Wave	ONLINE	Maintenance 10.5.25-9.6.25	£218.51	K Bayes		S.Toone	
125	D Boden	ONLINE	Cemetary grass cutting - June	£581.83	K Bayes		S.Toone	
126	S Ayling	ONLINE	Town Hall cleaning - June	£202.50	K Bayes		S.Toone	
127	Norwich Office Supplies	ONLINE	Stationary June	£100.20	K Bayes		S.Toone	
128	D.Joy	ONLINE	Employment Cost	£5,486.84	K Bayes		S.Toone	
129	J Hodds	STO			K Bayes		S.Toone	
130	North Norfolk Pension Fund	D/D			K Bayes		S.Toone	
131	Spangle Pans	ONLINE	Steel band for Artisan Market	£350.00	K Bayes		S.Toone	
132	Festival Glasses	ONLINE	Glasses for beer festival	£2,628.00	K Bayes		S.Toone	
133	D Joy	ONLINE	Stamps	£13.92	K Bayes		S.Toone	
134	Wild Woodman	ONLINE	Refund for Artisan Market	£30.00	K Bayes		S.Toone	
135	Stalham Baptist Church	ONLINE	Items for VE Day	£31.70	K Bayes		S.Toone	
136	901 Troop	ONLINE	Donation for help at events	£100.00	K Bayes		S.Toone	
137	North Walsham Fire Protection	ONLINE	Annual Servicing	£106.31	K Bayes		S.Toone	
138	Hall Bookings Online	ONLINE	Annual Subscription	£120.00	K Bayes		S.Toone	
139	S Lake	ONLINE	Internal Audit 2024-2025	£300.00	K Bayes		S.Toone	
140	One Stop Promotions	ONLINE	Flag Pole for Town Hall	£93.60	K Bayes		S.Toone	
141	ICO	ONLINE	Annual Subscription	£650.00	K Bayes		S.Toone	

Agreed at Full Council on 7.7.25 Chair Sign:

RFO Sign:

Julys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
142	Cozens	ONLINE	Rear deflector on lamp 19	£96.00	K Bayes		S.Toone	
143	Cozens	ONLINE	LED Light replacement (16 Lamps)	£5,760.00	K Bayes		S.Toone	
144	Century Printng	ONLINE	Banners for events	£624.00	K Bayes		S.Toone	
145	Plantten Pest Control	ONLINE	Allotments May to June	£216.00	K Bayes		S.Toone	

Agreed at Full Council on 7.7.25 Chair Sign:

RFO Sign: