

MINUTES OF THE FULL COUNCIL MEETING HELD ON  
MONDAY 8th SEPTEMBER 2025 AT THE TOWN HALL.

Present: Cllrs: K Bayes, S Toone, M Willoughby, R Wilmshurst, M Taylor, P Wilmshurst  
and M McGeary.

Members of Public: – 2

Clerk: D.Joy

**MINUTES**

**01 Apologies for Absence**

Cllr Green – away

Cllrs Scrivner – away.

Cllr Hood – unwell

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 7<sup>th</sup> July 2025.

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 7<sup>th</sup> July 2025.

**04 Co-Option**

4.1 To consider and agree if to fill Vacancy 1.

The motion was proposed,

Members **AGREED** S Maisey to fill Vacancy 1.

**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.

To receive the Mayors Report

**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.

District Councillor Taylor gave his report.

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 Millside Trail boards fixed.
- 6.4 Memorial bench waiting to be fitted.
- 6.5 Awaiting reply from contractor for plumbing works at the Town Hall.
- 6.6 Bin for Staithe waiting to be fitted.
- 6.7 Bus Shelter Grant in progress.
- 6.8 VAT registration sent to HMRC
- 6.9 Stalham in Bloom informed of monies for planting around the Town.
- 6.10 Refurb of divider doors deferred til October.
- 6.11 Town Hall refurbishment booked for end of September /October.
- 6.12 Awaiting quote re churchyard wall
- 6.13 Asset Agreement signed and sent to UKPN.
- 6.14 Awaiting result from Electricity Ombudsman
- 6.15 Market Town funding received
- 6.16 Joining Local Access Forum placed on FB.
- 6.17 Response to the Governments plans for Unitary Council sent to NNDC and NCC.
- 6.18 Photo entered for Norfolk Day competition.
- 6.19 Meeting with SABF pending.
- 6.20 Emailed resident re 20mph proposal.
- 6.21 Contractor emailed re plaque on Church Wall.

## 07 Amenities

- 7.1 Update on Millside's weekly playground inspections and to consider and agree any actions.  
No actions needed.
- 7.2 Update on the Bus Shelter funding and to consider and agree any actions.  
The motion was proposed,  
Members **AGREED** to apply for the Bus Shelter Funding with the hardwood shelter and planters.
- 7.3 To consider and agree planning application PF/25/1319  
Proposal: Development of 150 dwellings (Class C3), together with associated works including highways infrastructure, landscaping and open space  
Location: Land Adjacent To, Ingham Road, Stalham, Norfolk  
The motion was proposed,  
Members **AGREED** to supply the following comments to NNDC:
  - Stalham Town Council have not been involved with any discussions regarding S106 monies and should be before the application is signed off.
  - The considerations to the water infrastructure as highlighted by Anglian Water.
  - Highways configuration to be re visited due to the higher volume of traffic and the school being nearby.
- 7.4 To consider and agree if to have a new site for the SAM2.  
The motion was proposed,  
Members **AGREED** not to have a new place for the SAM2.
- 7.5 Update on Tommy location and to consider and agree any actions.  
The motion was proposed,  
Members **AGREED** to go back to the Church for the Tommy to be placed in the Churchyard.
- 7.6 Update on St Marys Churchyard and to consider and agree any actions.  
The motion was proposed,  
Members **AGREED** to have the report on the wall completed.

Cllr Taylor left the meeting

**08 Finance & General Purposes Committee**

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

The motion was proposed,

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

8.2 To consider and agree August and September's payments.

The motion was proposed,

Members **AGREED** August and September's payments, except for the EON bill.

Council wishes to appeal this.

8.3 To consider and agree if to move £30,000.00 to Councils CCLA account.

The motion was proposed,

Members **AGREED** to move £30,000.00 to Councils CCLA account.

8.4 To consider and agree if to take on the Richardsons Market Town Grant application.

The motion was proposed,

Members **AGREED** to take on the Richardsons Market Town Grant application to improve footfall to the High Street.

8.5 To consider and agree if to install new lights in the High Street.

The motion was proposed,

Members **AGREED** install new lights in the High Street subject to final costings the Clerk will circulate to members.

**09 Training**

None

**10 Policies, Documents and Communications.**

10.1 To consider and agree who to sit on the Poor's charities.

The motion was proposed,

Members **AGREED** for Cllr Willoughby to sit on the Poor's Charity.

10.2 Update on Volunteers Workshops and to consider and agree any actions.

Cllrs Bayes, Toone and McGeary noted they would be in attendance.

10.3 To consider and agree Councils IT Policy.

The motion was proposed,

Members **AGREED** Councils IT Policy.

10.4 To consider and agree Councils Dignity at Work Policy.

The motion was proposed,

Members **AGREED** Councils Dignity at Work Policy.

10.5 To consider and agree if to run a Market Town survey.

The motion was proposed,

Members **AGREED** to run a Market Town survey.

10.6 To consider and agree the Neighbourhood Plan.

The motion was proposed,

Members **AGREED** the Neighbourhood Plan.

10.7 To consider and agree if to have a video made to promote Stalham.

The motion was proposed,

Members **AGREED** Cllrs McGeary and Taylor to liaise with the contractor to ensure there is no duplication on promoting the High Street project they are undertaking.

10.8 To consider and agree if to take part in the Sands Charity ribbon.

The motion was proposed,

Members **AGREED** to take part in the Sands Charity ribbon.

10.9 To consider and agree if to support Norfolk Police's Operation Radium.

The motion was proposed,

Members **AGREED** to support Norfolk Police's Operation Radium.

## 11 Events

### 11.1 To consider and agree if to hold a Mayors Christmas Reception.

The motion was proposed,  
Members **AGREED** to defer this to next Year.

### 11.2 To consider and agree if to take part in the Christmas Tree Festival this year.

The motion was proposed,  
Members **AGREED** to take part in the Christmas Tree Festival this year.

### 11.3 To consider and agree the risk assessment for the Christmas light switch on.

The motion was proposed,  
Members **AGREED** the risk assessment for the Christmas light switch on.

## 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:

Grant for Spring event.

## 13 Correspondence

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

### 13.1 Thank you from Stalham in Bloom.

### 13.2 Thank you from local businesses.

### 13.3 Email form SABF regarding the hire of the Town Hall.

The motion was proposed,  
Members **AGREED** not to charge the SABF for their hire.

### 13.4 Email from the RBL regarding the Remembrance Parade.

The motion was proposed,  
Members **AGREED** to investigate the costs for the parade and for the Clerk to report back to members.

### 13.5 Email from resident regarding the Kingfisher Hotel.

The motion was proposed,  
Members **AGREED** due to the financial constraints it is not feasible for Council to purchase and set up the hotel as a community space. Members noted that the Town has numerous Community spaces already.

### 13.6 Mayors Report July and August 2025

#### Resignation of Cllr Phil Hanton

As councillors are aware, Cllr Phil Hanton tendered his resignation during the summer after serving on the Town Council for several years. Phil was a much-respected councillor who played an integral role in leading and supporting various initiatives. His extensive knowledge of Stalham and its community was invaluable in decision-making, and his keen attention to detail—particularly regarding Health and Safety—ensured that risks were mitigated before actions were taken.

Phil will be greatly missed in his role as councillor. However, we hope he will continue to support us when he is able, and we are pleased that both Phil and Val will remain part of our social group.

#### Artisan Fair

I would like to formally thank Doreen, Julie, and all councillors involved for their hard work in organising such a well-run Artisan Fair. Although the weather brought an early end to the event, we received a great deal of positive feedback from stallholders, local businesses, and the many residents and visitors who attended.

#### Vintage Market

On behalf of the Council, I would like to congratulate SABF on an excellently organised Vintage Market. It was encouraging to see a number of businesses along the High Street open on the day, contributing to the event's vibrant atmosphere.

#### Grants

I would also like to thank Doreen for her continued success in securing grant funding. Her efforts have brought significant financial support to Stalham, benefitting both local businesses and residents, and contributing towards our broader strategic vision for the town.

#### New Businesses

On behalf of Stalham Town Council, I warmly welcome all the new businesses that have chosen to invest in Stalham over the summer. It is encouraging to see such a diverse and unique range of offerings across both the High Street and the Staithe.

#### Brumstead Road Wall

I would like to extend our thanks to the local developer who has completed the final section of the wall along Brumstead Road. The thoughtful design and the use of traditional flint stone in both the wall and the nearby buildings complement the setting of the churchyard and add to the character of our town.

#### Welcome to Revd Darlene Plattin

Finally, I would like to formally welcome our new Vicar, Revd Darlene Plattin, to Stalham. We wish her all the best in her new role and look forward to working with her in the future.

### **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** that the Press and Public be excluded due items pertaining to employment and legal issues.

#### 14.1 Update on Employment issues and to consider and agree any actions.

Cllr McGeary updated members on the latest Employment issues.

#### 14.2 To adopt the minutes of the Employment Committee on the 1<sup>st</sup> September 2025.

The motion was proposed,

Members **AGREED** to the minutes of the Employment Committee on the 1st September 2025.

### **15 Date of Next Meeting**

15.1 To confirm that the date of the next Meeting of the Town Council will be on the 13<sup>th</sup> October 2025 at 7pm at the Poppy Centre.

MEETING CLOSED: 9:12pm

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

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

Augusts' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
146	BT	D/D	Phone & Internet July	£76.55	S Toone		C.Scrivner	
147	EON	D/D	Town Hall July	£57.67	S Toone		C.Scrivner	
148	SAGE	D/D	PAYROLL - 16.7.25-15.8.25	£13.20	S Toone		C.Scrivner	
149	Unity	D/D	Bank Charges July	£14.40	S Toone		C.Scrivner	
150	EE	D/D	Mobile 10.6.25-9.7.25	£48.00	S Toone		C.Scrivner	
151	Cozens	D/D	Street light Maintenance August	£180.00	S Toone		C.Scrivner	
152	Lloyds Credit Card	D/D	Various items for Events	£332.78	S Toone		C.Scrivner	
153	Unity	D/D	Bank Charges June	£12.90	S Toone		C.Scrivner	
154	S Ayling	ONLINE	July Cleaning	£169.15	S Toone		C.Scrivner	
155	Norwich Office Supplies	ONLINE	Stationery July	£137.59	S Toone		C.Scrivner	
156	D.Boden	ONLINE	Burial Grounds July	£631.83	S Toone		C.Scrivner	
157	NNDC	ONLINE	Bin collections 2025/2026	£2,920.32	S Toone		C.Scrivner	
158	Doreen Joy	ONLINE	Employment Costs	£9,010.18	S Toone		C.Scrivner	
159	J Hodds	ONLINE			S Toone		C.Scrivner	
160	HMRC	ONLINE			PAYE Month 1, 2 and 3	S Toone		C.Scrivner
161	Norfolk Pension Fund	ONLINE	July's Contributions		S Toone		C.Scrivner	
162	Dandini Puppets	ONLINE	Punch and Judy	£245.00	S Toone		C.Scrivner	
163	Dragon Security	ONLINE	Parts for Annual Service	£44.40	S Toone		C.Scrivner	
164	L Howard	ONLINE	Deposit refund plot 9	£100.00	S Toone		C.Scrivner	
165	Holt Ridge Morris Dancers	ONLINE	Artisan Market	£200.00	S Toone		C.Scrivner	
166	E Timms	ONLINE	Plot 3 refund	£50.00	S Toone		C.Scrivner	
<p><b>Agreed at Full Council on 8.9.25      Chair Sign:</b> <span style="float: right;"><b>RFO Sign:</b></span></p>								
167	Online playgrounds	ONLINE	Beam for Trail board	£426.00	S Toone		C.Scrivner	
168	Cozens	ONLINE	New posts (22 & 58)	£5,880.00	S Toone		C.Scrivner	
169	J Hodds	ONLINE	Toilet rolls and flowers	£5.35	S Toone		C.Scrivner	
170	EON	ONLINE	Electric June	£39.09	S Toone		C.Scrivner	
171	P Clarke	ONLINE	Food for Kitchen Theatre	£13.85	S Toone		C.Scrivner	
172	Local Flavours	ONLINE	Kitchen Theatre	£2,160.00	S Toone		C.Scrivner	
173	Stalham Carpets	ONLINE	Deposit for new floor	£6,500.00	S Toone		C.Scrivner	
<p><b>Agreed at Full Council on 8.9.25      Chair Sign:</b> <span style="float: right;"><b>RFO Sign:</b></span></p>								

Septembers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
174	BT	D/D	Phone & Internet July	£76.55	S Toone		K Bayes	
175	Engie	D/D	Town Hall July	£389.87	S Toone		K Bayes	
176	SAGE	D/D	PAYROLL - 16.8.25-15.9.25	£13.20	S Toone		K Bayes	
177	Unity	D/D	Bank Charges August	£10.95	S Toone		K Bayes	
178	EE	D/D	Mobile 29.8.25-28.9.25	£48.00	S Toone		K Bayes	
179	Cozens	D/D	Street light Maintenance August	£180.00	S Toone		K Bayes	
180	Lloyds Credit Card	D/D	Various items for Events and Pontoon	£688.59	S Toone		K Bayes	
181	Stalham DIY	ONLINE	Items for Town Hall	£93.00	S Toone		K Bayes	
182	S Ayling	ONLINE	August Town Hall Cleaning	£239.50	S Toone		K Bayes	
183	D Boden	ONLINE	Grass Cutting August	£631.83	S Toone		K Bayes	
184	Doreen Joy	ONLINE	Employment Costs	£5,034.69	S Toone		K Bayes	
185	J Hodds	ONLINE			S Toone		K Bayes	
186	Norfolk Pension Fund	ONLINE	August's Contributions		S Toone		K Bayes	
187	WT Design	ONLINE	Plans for Pontoon	£240.00	S Toone		K Bayes	
188	Doreen Joy	ONLINE	Fans for Office	£30.00	S Toone		K Bayes	
189	Glasdon	ONLINE	Bench and bin	£1,320.88	S Toone		K Bayes	
190	Café Charlotte	ONLINE	Buffet for VE Day	£164.50	S Toone		K Bayes	
191	2nd Sunset	ONLINE	Band for Beer Festival	£600.00	S Toone		K Bayes	
192	N Power	D/D	Street light Electric Feb to July	£5,506.70	S Toone		K Bayes	
193	Cooks Taverns	ONLINE	VE Day Buffet	£100.00	S Toone		K Bayes	
194	SLCC	ONLINE	Staff Training	£288.00	S Toone		K Bayes	
195	Toilets +	ONLINE	Balance for toilet for Beer Festival	£918.00	S Toone		K Bayes	
<b>Agreed at Full Council on 8.9.25</b>						<b>Chair Sign:</b>		
						<b>RFO Sign:</b>		