

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 10th NOVEMBER 2025 AT THE TOWN HALL.

Present: Cllrs: K Bayes, S Toone, M Willoughby, R Wilmshurst, M Taylor, P Wilmshurst
M Green, C Scrivner, R Hood and S Maisey.

Members of Public: – 2

Proper Officer: D Joy
Admin Assistant: J Hodds

MINUTES

01 Apologies for Absence

Cllr Mcgeary – unwell

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 8th September 2025.

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 8th September 2025.

04 Mayors Report

Beer Festival

Many thanks to all the volunteers and councillors for their efforts at this year's Beer Festival. Special thanks also go to St Mary's Church for allowing us to host the event in such a beautiful community building. Heartfelt thanks to all our sponsors for their generous support—many of whom have supported the event for the second year in a row.

Refurbishment of the Town Hall

It is extremely pleasing to see the completion of the refurbishment works to the floors and toilets in the Town Hall. The improvements have created a more attractive and welcoming asset at the heart of our community.

Installation of the Pontoon

I am pleased to announce that the pontoon has been approved by the Norfolk Broads Authority and has now been installed. Due to planning requirements, it is being replaced this week by a slightly smaller model, which will fit appropriately across the dyke location at the Staithe. Signs will be installed within the next week in preparation for the pontoon's opening for public use.

High Street Flags

Many thanks to all councillors and partners who contributed to putting up the Union Flags along the High Street in advance of Remembrance Sunday. Your teamwork and community spirit are greatly appreciated.

Remembrance Sunday

Firstly, thank you to Shaun, Steve Catherine, and Peter for managing the necessary road closures during the procession.

It was a pleasure to see the church full on Sunday for such a special and meaningful occasion. I would like to thank all the uniformed youth groups for their attendance and for representing their organisations so well.

Special thanks to Emma from the Royal British Legion for her excellent organisation and military precision in leading the procession to the church, to Darleen and St Mary's for the moving Service of Remembrance, and to The Swan for kindly providing a lovely buffet and refreshments at short notice.

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.

A Member of the public thanked Council for their hard work and commented on Item 13.1.

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 All co-option forms completed.
- 6.4 Memorial bench fitted.
- 6.5 A149 Bus Shelter in progress
- 6.6 Bin for Staithe fitted.
- 6.7 Bus Shelter Grant in progress.
- 6.8 Planning application responded to.
- 6.9 Resident informed re SAM2 site on Lynford Rd.
- 6.10 Awaiting reply from St Marys re Tommy.
- 6.11 Monies moved to CCLA fund.
- 6.12 Volunteers workshop held.
- 6.13 Dignity Policy updated.
- 6.14 IT Policy updated.
- 6.15 Promotional video in progress.
- 6.16 SANDS ribbons going up on planters.
- 6.17 Reply to Norfolk Police re operation Radium.
- 6.18 Photo entered for Norfolk Day competition.
- 6.19 Christmas Light Switch on risk assessment sent to insurance.

07 **Amenities**

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

The motion was proposed,

Members **AGREED** the following:

Subject to advice one received to change the frequency of the playground inspections to quarterly.

The Clerk to check with the insurance and CAN on the frequency of the playground inspections.

To replace the "No Balls Games" sign, monitor the split in the trail board and check the surface at the slide.

- 7.2 **To consider and agree the surveyors report on St Marys wall.**

The motion was proposed,

Members **AGREED** for Cllr Taylor to request a quote from Bob Sherwood for the repairs stated in the report.

- 7.3 **Update on SAM2 and to consider and agree any actions.**

The motion was proposed,

Members **AGREED** for Cllr Toone to take the SAM2 to Westcotec with be evaluated and report back any further costs to members.

- 7.4 Update on Tree report and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to obtain quotes for the work to be completed within 6 months, 1 year and the re-inspection of tree ID26.
- 7.5 To consider and agree the land ownership proposal from NNDC.
The motion was proposed,
Members **AGREED** for Cllr Taylor to speak with NNDC and report back to Council at January's meeting.
- 7.6 Update on insurance for the Pontoon and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the insurance quote for the Pontoon.

08 Finance & General Purposes Committee

- 8.1 To consider and agree Septembers and October's reconciliations of bank accounts.
The motion was proposed,
Members **AGREED** Septembers and October's reconciliations of bank accounts.
- 8.2 To consider and agree October and November's payments.
Cllr Hood raised that there was no amount for Voucher 219. The Clerk would investigate this and email members.
The motion was proposed,
Members **AGREED** October and November's payments.
- 8.3 To consider and agree if to financially support the North Norfolk holiday provision
The motion was proposed,
Members **AGREED** to see if these provisions are held in Stalham and report back.
- 8.4 To consider and agree if to refurbish the divider doors at the Town Hall.
The Clerk informed the meeting this would be taken from general reserves.
The motion was proposed,
Members **AGREED** to obtain a quote to have these doors painted not varnished.
- 8.5 To consider and agree if to have additional new flooring in the Town Hall and the cost.
The Clerk informed the meeting this would be taken from general reserves
The motion was proposed,
Members **AGREED** to have additional new flooring in the Town Hall at the cost of £1085.00
- 8.6 To consider and agree the Budget for 2026/2027.
The motion was proposed,
Members **AGREED** the Budget of £182,084.00 for 2026/2027.
- 8.7 To consider and agree the Precept for 2026/2027.
The motion was proposed,
Members **AGREED** the Precept of £200,000.00 for 2026/2027

8.8 To consider and agree the Earmarked Reserves for 2026/2027

The motion was proposed,

Members **AGREED** the Earmarked Reserves of £102,000.000 for 2026/2027

Ear Marked Funds	2026/2027
Burial Ground Ext	£30,000.00
Campingfield Reflection Area	£10,000.00
Pontoon	£1,000.00
Christmas Lights	£5,000.00
High Street	£2,500.00
Allotment	£2,500.00
Millside	£5,000.00
Quay Heading	£10,000.00
Planting	£750.00
Employment Contingency	£5,000.00
Town Trail	£250.00
Events 2026	£30,000.00
Total	£102,000.00

09 Training

10 Policies, Documents and Communications.

10.1 To consider and agree responses to NCC Flood Survey.

The motion was proposed,

Members **AGREED** for Cllr Taylor to write a response and circulate to members.

10.2 To consider and agree Councils updated Conditions of Hire (Town Hall).

The motion was proposed,

Members **AGREED** for the amendments to be made and circulated to members.

10.3 Update on Councils Newsletter and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for Cllr Hood to liaise with the Clerk to the finalisations and then circulate before printing.

10.4 To consider and agree Councils Pontoon Risk Assessment.

The motion was proposed,

Members **AGREED** for Cllr Hood to liaise with the Clerk to the finalisations and then circulate to members.

10.5 Update on Amenities Committee and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the following:

To change the Terms of Reference to be changed to allow 6 members on the committee.

To change the meetings to quarterly.

To allow Cllrs Hood and Maisey onto this committee.

10.6 To consider and agree the meeting dates for 2026.

The motion was proposed,

Members **AGREED** for the Clerk to review and emailed out adjustments made to Members.

10.7 To consider and agree Councils response to the NCC Dealumination Trial A149 at Stalham.

The motion was proposed,

Members **AGREED** for Cllr Bayes to write a response and circulate to members.

11 Events

11.1 To consider and agree the 4 people for the road closure on Remembrance Sunday.

Made under delegates authority.

11.2 To consider and agree if to cover the costs for the remembrance Sunday buffet.

Made under delegates authority.

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:

Road closure for Remembrance Sunday
Buffet costs for Remembrance Sunday.
Cllr Hood mentioned Health & Safety training for the next meeting.

13 Correspondence

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

13.1 Email from resident re communication.

The motion was proposed,
Members **AGREED** to review their communication skills on a case by case basis.

13.2 Email regarding upgrade to T Mobile station.

The motion was proposed,
Members **AGREED** to support this application.

13.3 Email from the Friends of the Library regarding the Jan Mark anniversary and the Art Trail.

The Clerk informed the meeting that money could not be given to the library as this is classed as double taxation.

The motion was proposed,
Members **AGREED** to support these events as a joint enterprise.

13.4 Email from Lowland Rescue regarding a grant application.

The motion was proposed,
Members **AGREED** to write a letter of support for their grant application.

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.

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

The motion was proposed,
Members **AGREED** for the Employment Committee to consult with Councils HR Advisors regarding a Pay and Reward Policy.

14.2 To adopt the minutes of the Employment Committee on the 17th October 2025.

The motion was proposed,
Members **AGREED** to adopt the minutes of the Employment Committee on the 17th October 2025.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Town Council TBA

MEETING CLOSED:9:44pm

CHAIR: _____

DATE: _____

October's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
196	BT	D/D	Phone & Internet September	£76.55	S Toone		C Scrivner	
197	Engie	D/D	Street Light Supply August	£708.64	S Toone		C Scrivner	
198	SAGE	D/D	PAYROLL - 16.9.25-15.10.25	£13.20	S Toone		C Scrivner	
199	Unity	D/D	Bank Charges September	£6.30	S Toone		C Scrivner	
200	EE	D/D	Mobile 29.8.25-28.9.25	£48.00	S Toone		C Scrivner	
201	Cozens	D/D	Street light Maintenance August	£180.00	S Toone		C Scrivner	
202	Wave	D/D	Town Hall Water 1/6/25-31/8/25	£140.82	S Toone		C Scrivner	
203	Wave	D/D	Allotment water 10/8/25-9/9/25	£124.45	S Toone		C Scrivner	
204	Lloyds Credit Card	D/D	Items for Beer Festival, Facebook promotion and Amazon items for events	£213.11	S Toone		C Scrivner	
205	Doreen Joy	ONLINE	Employment Costs	£5,880.84	S Toone		C Scrivner	
206	J Hodds	ONLINE			S Toone		C Scrivner	
207	Norfolk Pension Fund	ONLINE	Septembers Contributions		S Toone		C Scrivner	
208	S Ayling	ONLINE	September Town Hall Cleaning	£93.50	S Toone		C Scrivner	
209	CCLA	ONLINE	To Councils savings account	£30,000.00	S Toone		C Scrivner	
210	BBT	ONLINE	Millside trim trail	£165.00	S Toone		C Scrivner	
211	Christmas Tree World	ONLINE	Town's Christmas Tree	£5,154.00	S Toone		C Scrivner	
212	Catch 22 Budget Marquees	ONLINE	Beer Festival Band	£500.00	S Toone		C Scrivner	
213		ONLINE	Beer Festival	£176.25	S Toone		C Scrivner	

Agreed at Full Council on 13.10.25 Chair Sign: RFO Sign:

Octobers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
214	Wildcraft	ONLINE	Beers for Beer Festival	£4,920.00	S Toone		C Scrivner	
215	Festive Lights	ONLINE	Star for Christmas Tree	£155.18	S Toone		C Scrivner	
216	Parkinson Partnership	ONLINE	VAT Assistance	£360.00	S Toone		C Scrivner	
217	AB Fire Safety	ONLINE	Fire Risk Assesment	£300.00	S Toone		C Scrivner	
218	Century Printing	ONLINE	Volunteer Fair poster updates	£19.80	S Toone		C Scrivner	
219	Century Printing	ONLINE	Beer Festival Tasting notes and token cards		S Toone		C Scrivner	
220	J. Hodds	ONLINE	Volunteer Fair refreshments	£6.98	S Toone		C Scrivner	
221	D. Joy	ONLINE	Beer Festival items	£2.00	S Toone		C Scrivner	
222	C. Scrivener	ONLINE	Beer Festival items	£9.50	S Toone		K Bayes	
223	Christmas Tree World	ONLINE	Pop Up Trees	£1,043.38	S Toone		C Scrivner	
224	Autumnal Artistry	ONLINE	Face Painting @ Christmas Event	£180.00	S Toone		C Scrivner	
225	DAC Beachcroft	ONLINE	VAT on claim	£239.58	C Scrivner		C Scrivner	
226	Will Overton	ONLINE	Beer Festival Band	£350.00	S Toone		C Scrivner	
227	Canham Consultancy	ONLINE	St. Mary's flint wall survey	£600.00	S Toone		C Scrivner	
228	Wildcraft	ONLINE	Beers and Racking	£1,980.00	S Toone		C Scrivner	
229	BBT	ONLINE	Maintenance works	£200.00	S Toone		C Scrivner	
230	Norwich Office Supplies	ONLINE	Stationary September	£33.62	S Toone		C Scrivner	

Agreed at Full Council on 13.10.25 Chair Sign: RFO Sign:

October's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
231	East Coast College	ONLINE	Christmas Sleigh	£300.00	S Toone		C Scrivner	
232	PKF Littlejohn	ONLINE	External auditors report 2024/2025	£756.00	S Toone		C Scrivner	
233	Dragon Security	ONLINE	Call button battery replacement	£177.00	S Toone		C Scrivner	
234	Hampshire Flag Co	ONLINE	3 x Flags	£271.50	S Toone		C Scrivner	
235	Brass Beats Collective	ONLINE	Band for Christmas event	£1,075.00	S Toone		C Scrivner	
236	Stalham DIY	ONLINE	Items for Town Hall	£20.30	S Toone		C Scrivner	
237	J Hodds	ONLINE	Stamps	£13.92	S Toone		C Scrivner	
238	D Boden	ONLINE	Grass Cutting September & August	£631.83	S Toone		C Scrivner	
					S Toone		C Scrivner	

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November's Payments									
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2	
239	BT	D/D	Phone & Internet October	£76.55	S Toone		C Scrivner		
240	Engie	D/D	Street Light Supply September	£810.84	S Toone		C Scrivner		
241	SAGE	D/D	PAYROLL - 16.10.25-15.11.25	£13.20	S Toone		C Scrivner		
242	Unity	D/D	Bank Charges October	£6.30	S Toone		C Scrivner		
243	EE	D/D	Mobile 29.9.25-28.10.25	£48.00	S Toone		C Scrivner		
244	Cozens	D/D	Street light Maintenance September	£180.00	S Toone		C Scrivner		
245	Doreen Joy	ONLINE	Employment Costs	£9,148.91	S Toone		C Scrivner		
246	J Hodds	ONLINE			S Toone		C Scrivner		
247	HMRC	ONLINE			PAYE Month 4, 5 and 6	S Toone		C Scrivner	
248	Norfolk Pension Fund	ONLINE			October's Contributions	S Toone		C Scrivner	
249	Lloyds Credit Card	D/D	Various Items , Christmas and subscriptions	£725.22	S Toone		C Scrivner		
250	S Ayling	ONLINE	October Town Hall Cleaning	£177.94	S Toone		C Scrivner		
251	Anglian Internet	D/D	M365 @ Email accounts	£926.40	S Toone		C Scrivner		
252	Bee-Line	ONLINE	Deposit for Land Train	£190.80	S Toone		C Scrivner		
253	Community Heartbeat	ONLINE	Pads and batteries	£848.40	S Toone		C Scrivner		
254	BBT	ONLINE	Taps at Allotments	£45.00	S Toone		C Scrivner		
255	JJ Property Services	ONLINE	Refit of sliding doors	£425.00	S Toone		C Scrivner		
256	JMO	ONLINE	Toilet renovations at Town Hall	£17,722.80	S Toone		C Scrivner		
257	Norwich Office Supplies	ONLINE	Stationery	£35.11	S Toone		C Scrivner		

Agreed at Full Council on 10.11.25

Chair Sign:

RFO Sign:

November's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
258	Norwich Office Supplies	ONLINE	Stationery	£60.74	S Toone		C Scrivner	
259	S.Toone	ONLINE	Makro invoice for sweets at Christmas event	£89.80	S Toone		C Scrivner	
260	Stalham & Brumstead Charity	ONLINE	2nd Donation Payment	£10,000.00	S Toone		C Scrivner	
261	Paul Wilmshurst	ONLINE	Festoon Lights for events	£299.97	S Toone		C Scrivner	
262	Platten Pest Control	ONLINE	Allotment rodent control July, Aug and Sept	£216.00	S Toone		C Scrivner	
263	Stalham Carpets	ONLINE	Town Hall Flooring	£250.00	S Toone		C Scrivner	
264	Bee-Line	ONLINE	Balance for Land Train	£572.40	S Toone		C Scrivner	
265	The Tricky Twister	ONLINE	Entertainment at Christmas event	£280.00	S Toone		C Scrivner	
266	Target Trees	ONLINE	Tree Survey	£384.00	S Toone		C Scrivner	
267	LJ Tree Services	ONLINE	Tree removal from Churchyard	£460.00	S Toone		C Scrivner	
268	Dragon Security	ONLINE	Yearly Service charge on Fire Alarm and emergency lighting	£1,056.00	S Toone		C Scrivner	
269	EON	ONLINE	Backdated invoices Jan 25 - March 25	£1,894.07	S Toone		C Scrivner	
270	EON	ONLINE	Electricity Town Hall 1/10/25 to 31/10/25	£179.66	S Toone		C Scrivner	
271	Clear Insurance	ONLINE	Insurance for pontoon	£967.46	S Toone		C Scrivner	
272	C T Baker	ONLINE	Contract valves and water tape	£19.52	S Toone		C Scrivner	

Agreed at Full Council on 10.11.25

Chair Sign:

RFO Sign: