

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 19th JANUARY 2026 AT THE TOWN HALL.

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

Members of Public: – 1

Proper Officer: D Joy
Admin Assistant: J Hodds

The Chair informed members that the meeting was being recorded.

MINUTES

01 Apologies for Absence

Cllr R Wilmshurst - work

The motion was proposed,

Members **AGREED** to accept Cllr R Wilmshurst's 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)

Cllr K Bayes and Cllr M Taylor declared an interest in Item 7.3 and stated they would leave the room when the item is discussed.

03 Minutes of Previous Meetings

3.1 To **AGREE and sign the minutes from the Full Council Meeting on the 10th November 2025.**

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 10th November 2025.

The Chair signed the minutes

3.2 To **ADOPT the minutes of the events Working Group Meeting on the 12th January 2025.**

The motion was proposed,

Members **AGREED** to **ADOPT** the minutes of the events Working Group Meeting on the 12th January 2025.

Mayors Report

Sparkle in Stalham – Christmas Light Turn On

Many congratulations to all involved in making the Christmas Light Turn On such a great success. Special thanks to Doreen and Julie for their hard work in organising the event, from working closely with Richardsons to liaising with local businesses to extend opening hours and provide activities. The event was very well received by all who attended and took part. A date has already been agreed for this year's event, with plans in place to grow and build on its success.

Heart Radio

Special thanks to Doreen, our Clerk, for getting the Stalham Christmas Light event promoted on Heart Radio during the lead-up to the event. Her enthusiasm shone through.

Christmas Card Competition

On behalf of the Council, I would like to thank Stalham Infant and Junior School and Stalham High School for encouraging and supporting their pupils to enter the Christmas Card Competition. With the winners turning on our Christmas Lights.

Bauble Hunt

Thanks to our team of clerks for a great initiative to encourage people into shops and businesses along the high street. Approximately 500 baubles were placed around Stalham and surrounding villages. Many thanks to everyone who helped make this happen, including the businesses who generously donated prizes.

Christmas Tree Festival

Congratulations to St Mary's Church on another excellent Christmas Tree Festival, which began on the evening of the Christmas Light Turn On and ran through to the Sunday evening of the Yuletide Market. It was pleasing to see so many high-quality entries from community groups and businesses from Stalham and surrounding villages. The event concluded with a lovely carol service.

Yuletide Market

Congratulations to the Stalham Area Business Forum for another successful Yuletide Market. Although the weather was disappointing, the market was busy and received a great deal of positive feedback.

Christmas Carols at the Swan – Stalham Baptist Chapel

It was good to see so many people attending this now well-established annual event. Many thanks to Stalham Baptist Chapel for organising such a lovely event in the lead-up to Christmas, and to the Swan Inn for the use of their venue and for providing refreshments.

Sydney House

Many thanks to the councillors who made sausage rolls and festive cupcakes for our annual visit to Sydney House to wish residents and staff a very Happy Christmas. It was a pleasure to spend time chatting with residents, who are clearly very well cared for by a dedicated team of staff.

Article in Norfolk Magazine

A positive article about Stalham appeared in the January issue of Norfolk Magazine. This followed a recent article highlighting Home Stagers and their successful move to the high street.

Painting of the Poppy Centre

I would like to thank all councillors and partners who attended with painting and decorating equipment and helped refresh and brighten the entrance and corridor of the Poppy Centre.

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.

County Councillor Dixon gave his report.

District Councillor Taylor 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 “No Ball Games” sign replaced.

6.4 Awaiting quote for St Marys wall repairs

6.5 Sam 2 fixed.

6.6 Tree Quotes on Finance meeting.

6.7 Insurance for Pontoon in force.

6.8 Awaiting reply from North Norfolk Holiday Provision.

6.9 Quotes for divider doors on Finance meeting.

6.10 Flooring in the entrance to the Town Hall booked in for the 30th & 31st January.

6.11 Budget and Precept sent to NNDC.

6.12 Flood Response pending (MT)

6.13 Conditions of Hire for the Town Hall updated and circulated to hirers.

6.14 Newsletter delivered.

6.15 Pontoon RA pending RH.

6.16 Meetings for 2026 circulated.

6.17 Dealumination response pending KB

6.18 Replies sent to all correspondence from last meeting.

07 **Amenities**

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

The motion was proposed,

Members **AGREED** to monitor the moss build up at the back of the swing.

7.2 NNDC Ref: PF/25/2774

Proposal: Change of Use from Residential Flat to additional Shop Space from Commercial use.

Location: 92 / 94 High Street, Stalham, Norwich, Norfolk, NR12 9AU

The motion was proposed,

Members **AGREED** to **SUPPORT** this application.

Cllrs Bayes and Taylor left the meeting.

- 7.3 Update on taking over the areas from NNDC and to consider and agree any actions.
The motion was proposed,
Members **AGREED** not only take on the public toilets requesting NNDC upgrade the toilets prior to handover and cover all legal costs.

Cllrs Bayes and Taylor joined the meeting.

08 Finance & General Purposes Committee

- 8.1 To consider and agree Octobers, November and December's reconciliations of bank accounts.

The motion was proposed,

Members **AGREED** to Octobers, November and December's reconciliations of bank accounts.

- 8.2 To consider and agree Novembers and December's payments.

The motion was proposed,

Members **AGREED** to amend the resolution to:

"To consider and agree Decembers and January's payments."

The motion was proposed,

Members **AGREED** Decembers and January's payments.

- 8.3 To consider and agree the quote for the new streetlamps in the High Street.

The motion was proposed,

Members **AGREED** the quote for the new streetlamps and, to move money from the Earmarked Reserves from the Burial Ground to upgrade the lights in the High Street.

09 Training

- 9.1 To consider and agree Health and Safety training for Council.

The motion was proposed,

Members **AGREED** for the Clerk to circulate the list of courses and book.

- 9.2 To consider and agree if the Clerk can attend a VAT course.

The motion was proposed,

Members **AGREED** for the Clerk can attend a VAT course.

10 Policies, Documents and Communications.

- 10.1 Update on Amenities Committee and to consider and agree any actions.

The meeting was informed that only 5 members were permitted to sit on the amenities Committee.

Cllr Green volunteered to step down to allow Cllr Hood and Cllr Maisey to sit on the committee as agreed at the last Full Council meeting.

- 10.2 To consider and agree advice from Councils Insurers.

The motion was proposed,

Members **AGREED** for the Clerk to work with Cllr Hood to obtain quotes for a "Competent person" to oversee Health and Safety at the Council due to the skill and liabilities of this area.

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

The motion was proposed,

Members **AGREED** the following:

To produce the Newsletter in March and October

To collate a list of people to cover each road in Stalham to deliver.

- 10.4 To consider and agree the arrangements for the Annual Town Meeting.

The motion was proposed,

Members **AGREED** the following:

To ask Richardsons to speak

To put together nomination forms and place in local business and groups for this year Awards nominations.

- 10.5 Update on Council's Grants and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to allow St Marys another year to spend the funds for the Church Clock, and review at the end of 2026.
- 10.6 To consider and agree Councils Learning and Development Policy.
The motion was proposed,
Members **AGREED** Councils Learning and Development Policy.
- 10.7 To consider and agree if to subscribe to Visit Norfolk.
The motion was proposed,
Members **AGREED** to review this in 2027.
- 10.8 To consider and agree Councils response to the possible closure of the Factory Shop.
The motion was proposed,
Members **AGREED** to ask District Councillors Bayes and Taylor with the help of NNDC's Economic Team to write a letter from the Town Council and District Councillors in support of keeping a business in this retail unit.

11 Events

- 11.1 To consider and agree taking part in the lamp of Peace for 2026.
The motion was proposed,
Members **AGREED** to take part in the lamp of Peace for 2026 and liaise with Rev Plattin.

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:
Spring Watch Nature Trail placements.

13 Correspondence

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

- 13.1 Email regarding window cleaning the Town Hall.
Clerk has replied.
- 13.2 Email of thanks from a resident to the Council for the Christmas light Switch on.
Clerk has replied
- 13.3 Email of thanks from a High Street Business to the Council for the Christmas light Switch on.
Clerk has replied
- 13.4 Email from the Business Forum re incidents in the town.
Cllr Taylor noted he is already dealing with this.
- 13.5 Email of thanks from Sydney House.
Cllr Green has replied.
- 13.6 Email from the Business Forum re Political Parties
The motion was proposed,
Members **AGREED** to respond informing the business Forum that Council is not a political unit, anyone handing out leaflets etc do not require a licence. If they are placing anything on the Highway eg pavements they made need to contact Highways at Norfolk council to gain permission.
- 13.7 Email from resident re broken window.
The motion was proposed,
Members **AGREED** to contract their contractor and request he make the resident whole.

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Town Council 9th February 2025.

MEETING CLOSED: 9:08pm

CHAIR: _____

DATE: _____