

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 9th MARCH 2026 AT THE TOWN HALL.

Present: Cllrs: K Bayes, M Green, C Scrivner , M McGeary 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 Toone – operation
Cllr P & R Wilmshurst – away
Cllr Hood – unwell
Cllr Taylor – work
Cllr Willoughby – Previous engagement
The motion was proposed,
Members **AGREED** to accept 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 February 2026.**

The motion was proposed,
Members **AGREED** to defer agreeing the minutes until the minutes for 14.1 and 14.2 had been sent to the Clerk

3.2 To **ADOPT the minutes of the Finance and Data Protection Committee Meeting on the 24th February 2026.**

The motion was proposed,
Members **AGREED** the minutes from the Finance and Data Protection Committee Meeting on the 24th February 2026

3.3. To **ADOPT the minutes of the Amenities Committee Meeting on the 2nd March 2026.**

The motion was proposed,
Members **AGREED** the minutes of the Amenities Committee Meeting on the 2nd March 2026.

3.4 To **ADOPT the minutes of the Events Working Group held on the 23rd February 2026.**

The motion was proposed,
Members **AGREED** the minutes of the Events Working Group held on the 23rd February 2026

04 Mayors Report

Waiting on KB

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 Updated documents filed and placed on website.

6.4 Litter pick carried out and advertised on FB.

6.5 Net Zero tips completed for each month for FB.

6.6 Equality and Diversity Policy pending (RH).

6.7 Councils Risk Management Policy pending (RH).

6.8 Councils Compliments and Complaints Policy pending (RH).

6.9 Councillors Induction Pack pending (RH).

6.10 Newsletter delivery list ongoing.

6.11 Artisan Market Risk Assessment pending (RH)

6.12 Easter Egg hunt set up.

6.13 Events meeting for 2027 events booked.

6.14 Lamp of Peace pending.

07 **Amenities**

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

No action required

7.2 Update on residents window and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to request the resident clarify the time line of events.

7.3 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 object to this planning application on the grounds that Anglian Water have stated they do not have capacity to take on this development's sewerage.

- 7.4 To review the Town Hall Fire Risk Assessment and consider and agree any actions.
The motion was proposed,
Members **AGREED** the following:
1. To move the bin by the entrance to the Town Hall
 2. To write to Boots re the position of their bins.
 3. To have hard wired “RING” floodlights at the rear of the Town Hall
 4. The obtain a quote for the fire-resistant shutter at the kitchen hatch.
 5. To get a quote to have an emergency light outside the entrance to the Town Hall
 6. To obtain guidance on the servicing of the new boiler.
 7. To purchase a new cooker.
 8. To keep the chairs in the office.
 9. To add Fire training to the Annual Calendar of duties.
- 7.5 Update on the public toilets in Stalham and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Baye to arrange Rob Sherwood to look at the toilets on Councils behalf.

08 Finance & General Purposes Committee

- 8.1 To consider and agree February’s reconciliations of Unity bank account and Januarys CCLA account.
The motion was proposed,
Members **AGREED** February’s reconciliations of Unity bank account and Januarys CCLA account.
- 8.2 To consider and agree March’s payments.
The motion was proposed,
Members **AGREED** March’s payments.
- 8.3 Update on the Internal Auditor for 2025-2026 accounts and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to appoint Tina Newby as Councils Internal Auditor for 2025-2026 Year End, and for Cllr Scrivner and the Clerk to put together a robust system for future auditors.
- 8.4 Update on S106 negotiations and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to request the S106 be for recreational assets.

09 Training

- 9.1 To consider and agree for the Admin Assistant to attend the following courses: GDPR and Time Management.
The motion was proposed,
Members **AGREED** for the Admin Assistant to attend the following courses: GDPR and Time Management.

10 Policies, Documents and Communications.

- 10.1 To review Councils Christmas Light Switch On Risk Assessment and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the Councils Christmas Light Switch On Risk Assessment and would nominate the “by whom “section in Octobers’ meeting.

Cllr McGeary left the meeting.

10.2 Update on Councils Neighbourhood Plan and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the following:

Cllr Bayes to write to NNDC regarding the issues that have arisen due to the Neighbourhood plan sitting at District Council for a long time.

to have the plan updated at a cost of £1000 and take advice on going to public consultation.

Cllr McGeary rejoined the meeting.

10.3 To consider and agree if to formulate a response to the take-over of Sydney House.

The motion was proposed,

Members **AGREED FOR** Cllr Bayes to write to NNDC regarding how Council are very pleased with the level of care at Sydney house on the times they have visited.

10.4 To consider and agree the newsletter for March.

The motion was proposed,

Members **AGREED** to extend the March Newsletter to 6 page to allow for larger font and posters of Councils up and coming events.

The Clerk will circulate this for members to proof read before printing.

10.5 Update on "Competent Person "company for Council and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to request Redcat do an initial report to be presented to members.

10.6 To consider and agree Councils Terms of Reference for an Events Committee.

The motion was proposed,

Members **AGREED** Councils Terms of Reference for an Events Committee, with a couple of minor adjustments.

10.7 To consider and agree Councils Anti-Bullying and Harassment Policy.

The motion was proposed,

Members **AGREED** to defer this to the next meeting.

10.8 To consider and agree Councils No Smoking Policy.

The motion was proposed,

Members **AGREED** to defer this to the next meeting.

10.9 To consider and agree Councils Fire Safety Policy.

The motion was proposed,

Members **AGREED** to defer this to the next meeting.

11 **Events**

11.1 To consider and agree the risk assessment for Stalham's Spring Watch.

The motion was proposed,

Members **AGREED** the risk assessment for Stalham's Spring Watch only changing the word "literature" to say advertisements.

11.2 Update on High Street flags and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for Cllrs Bayes and Maisey to take this up with the SABF at their meeting this week.

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.
None

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Town Council 13th April 2026.

MEETING CLOSED: 9:30pm

CHAIR: _____

DATE: _____