

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 13th APRIL 2026 AT THE TOWN HALL.

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

Members of Public: – 0

Proper Officer: D Joy
Admin Assistant: J Hodds

The Chair informed members that the meeting was being recorded.

MINUTES

01 Apologies for Absence

Cllr Taylor – work

The motion was proposed,

Members **AGREED** to accept Cllr Taylors 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 Bayes and Scrivner declared an interest in item 10.5.

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** the minutes from the Full Council Meeting on the 9th February 2026.

3.2 To **AGREE and sign the minutes from the Full Council Meeting on the 9th March 2026.**

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 9th March 2026

3.3. To **ADOPT the minutes of the Finance & Data Protection Committee Meeting on the 31st March 2026.**

The motion was proposed,

Members **AGREED** to **ADOPT** the minutes of the Finance & Data Protection Committee Meeting on the 31st March 2026.

3.4 To **ADOPT the minutes of the Events Working Group held on the 16th March 2026**

The motion was proposed,

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

*“To **ADOPT** the minutes of the Events Committee held on the 16th March 2026”*

The motion was proposed,

Members **AGREED** to **ADOPT** the minutes of the Events Committee held on the 16th March 2026.

04 **Mayors Report**

Litter picking has commenced once again. Many thanks to Phil, Val, Peter, and Pat Kerrison for their continued support.

Well done to Doreen and Julie for organising the Easter Egg Hunt, and to councillors for placing the painted wooden eggs around Stalham for everyone to enjoy.

It is lovely to see the newly installed Spring Watch posts around the town, along with the accompanying trail sheets. These are a great way to encourage young people in Stalham to engage with and learn about the local wildlife that inhabits these areas.

It was a pleasure to officially open the newly installed pontoon at the Staithe on Saturday. Although the weather was not ideal, several kayakers and paddleboarders attended. Many thanks to Doreen for securing the grant funding, applying to the Broads Authority for permission, and liaising with organisations and local residents to bring this project to fruition.

Finally, many thanks to all the volunteers from our local community and fellow councillors who assisted with the distribution of the council's newsletter.

It is disappointing and very sad to see the Original Factory Shop closing in the high street and hope that the staff find suitable employment, I hope that the shop isn't left vacant too long and a suitable retailer can be encouraged to join our unique high street.

It is disappointing to see the negative reporting regarding the pest issue we have in the high street. It is clearly an unacceptable situation that was initially report to environmental health at NNDC on 15th Jan. Although several follow up emails chasing up the issue – it has to follow due legal process which has caused the delay in resolving the issue.

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 Planning applications replied to.
- 6.4 Councillor Courses in progress
- 6.5 Internal Auditor engaged.
- 6.6 Developer emailed re S106 monies idea.
- 6.7 Councils Risk Management Policy pending (RH & DJ).
- 6.8 Councils Compliments and Complaints Policy pending (RH & DJ).
- 6.9 Councillors Induction Pack pending (RH & DJ).
- 6.10 Newsletter delivery list – still some roads need covering.
- 6.11 Admin Assistant courses booked.
- 6.12 Christmas Risk Assessment update and placed on October's Full Council for delegated assignments.
- 6.13 Community Planning engaged re Neighbourhood plan.
- 6.14 Redcat engaged re Health and Safety report.
- 6.15 Spring Watch risk assessment updated and emailed to insurance.

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 email the resident the 2 options presented.
-To go back to his insurance and gather further evidence
- Claim off Councils insurance.
- 7.3 Update on the public toilets in Stalham and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to go back to NNDC and ask for further clarification.
- 7.4 To consider and agree if to **ADOPT** the updated Neighbourhood Plan.
The motion was proposed,
Members **AGREED** to **ADOPT** the updated Neighbourhood Plan.
- 7.5 To consider and agree litter picking dates for 2026.
The motion was proposed,
Members **AGREED** for Cllrs Green and Bayes to liaise with the volunteers and set up scheduled dates and times for the litter pick.
- 7.6 Update on the boiler service and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to service the boiler annually.
- 7.7 Update on the lighting at the Yarmouth Road development and to consider and agree any actions.
The motion was proposed,
Members **AGREED** not to take over any lighting placed on the new Yarmouth Road development.

08 Finance & General Purposes Committee

8.1 To consider and agree March's reconciliations accounts.

The motion was proposed,

Members **AGREED** March's reconciliations accounts.

8.2 To consider and agree April's payments.

The motion was proposed,

Members **AGREED** April's payments with the addition of £250 to BBT for the dismantle and removal of the broken bench in the burial ground at Campingfield.

8.3 To consider and agree if to agree the quote for the Fire Shutter at the kitchen.

The motion was proposed,

Members **AGREED** not to install a shutter but to install intumescent strips.

8.4 To consider and agree the quotes for the CCTV at the back of the Town Hall.

The motion was proposed,

Members **AGREED** to email Councils insurance for their requirements.

8.5 To consider and agree the quotes for the Cooker for the kitchen.

The motion was proposed,

Members **AGREED** for Cllr P Wilmshurst to fix the cooker as there were no electrical issues, and not to purchase a new cooker.

09 Training

10 Policies, Documents and Communications.

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

The motion was proposed,

Members **AGREED** Councils Anti-Bullying and Harassment Policy.

10.2 To consider and agree Councils No Smoking & Vaping Policy.

The motion was proposed,

Members **AGREED** Councils No Smoking & Vaping Policy.

10.3 To consider and agree Councils Fire Safety Policy.

The motion was proposed,

Members **AGREED** Councils Fire Safety Policy.

10.4 To consider and agree if to employ MAD HR to compile Councils Employment Policies.

The motion was not carried.

10.5 To consider and agree the Grant Applications for 2026.

The motion was proposed,

Members **AGREED** the following £5000 budgets grant money to be allocated to the following applications.

Organisation	Grant Awarded
Broadland 1st Responders	£500.00
Stalham Broads WI	£135.00
North Norfolk Community Transport	£500.00
Stalham Baptist Church	£300.00
Norfolk Community Law Service	£0
Stalham Community Fridge	£150.00
1 st Stalham Rainbows	£260.00
Community Gym	£0
Stalham & District Horticultural Society	£185.00
Stalham Business Forum	£0
Stalham Football Club	£435.00
Museum of the Broads	£260.00
Stalham Fire Museum	£0
Stalham Trefoil Guild	£200.00
Age UK	£0
Stalham Broads Walking Football	£275.00
Repair Cafe	£500.00
2 nd Stalham & Sutton Brownies	£260.00
1 st Stalham Scout Group	£260.00
Joint Service Cadet Corp	£0
Saint Furseys Orthodox Church	£0
Stalham Brass Band	£0
Stalham Mens Shed	£260.00
901 Troop Marine Cadets	£260.00

10.6 To consider and agree a way forward with the Business Forum.

The motion was proposed,

Members **AGREED** for Cllrs Bayes and Masiey, along with the Clerk to meet with the business forum.

10.7 To consider and agree Councils Data Protection Policy.

The motion was proposed,

Members **AGREED** Councils Data Protection Policy.

10.8 To consider and agree thank you letter to East Coast College.

The motion was proposed,

Members **AGREED** the thank you letter to East Coast College.

10.9 To consider and agree letter inviting local businesses to Stalham.

The motion was proposed,

Members **AGREED** the letter inviting local businesses to Stalham.

11 Events

11.1 To consider and agree the risk assessment for the Artisan Market.

The motion was proposed,

Members **AGREED** the risk assessment for the Artisan Market.

11.2 To consider and agree the new charges from NNDC for street markets.

The motion was proposed,

Members **AGREED** for Cllrs Bayes and Taylor to take this up with NNDC in their District Council role but keep Council in the loop.

Cllr Dixon entered the meeting.

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:

Additional Victorian Lantern for the High Street

Letter in support of participants doing the Duke of Edinburgh Award.

Wayfinding posts in Stalham

Working Group for Grants.

13 Date of Next Meeting

13.1 To confirm that the date of the next Meeting of the Town Council 11th May 2026.

MEETING CLOSED: 8:45PM

CHAIR: _____

DATE: _____

2025-2026 Payments made in April														
Voucher Number	Account Dept	Payable to	Payment Method	Description	Net	VAT	Gross Amount	Name	Sign 1	Name	Sign 2			
1	Street Lighting	Engie	D/D	Street Lights - Feb	£784.81	£156.96	£971.77	S.Toone		K Bayes				
2	Town Hall	EON	D/D	Town Hall - March	£327.01	£65.40	£392.41	S.Toone		K Bayes				
3	Burial Grounds	D Boden	Online	Grass Cutting March & Bus stop area cleared	£782.85	£156.57	£939.42	S.Toone		K Bayes				
4	Admin	Norwich Office	Online	Stationary March	£83.80	£16.76	£100.56	S.Toone		K Bayes				
5	Employment	Sage	D/D	Payroll 16.3.26-15.4.26	£11.00	£2.20	£13.20	S.Toone		K Bayes				
6	Street Lighting	Cozens	ONLINE	Street Lights maintenance March 26	£150.00	£30.00	£180.00	S.Toone		K Bayes				
7	Town Hall	S Ayling	ONLINE	Town Hall Cleaning March	£0.00	£0.00	£207.50	S.Toone		K Bayes				
8	Employment	Employees	STO	Salaries	N/A	N/A	£9,076.57	S.Toone		K Bayes				
9			STO					S.Toone		K Bayes				
10		Norfolk Pension Fund	ONLINE	March Contributions										
11		HMRC	D/D	Months 10,11 & 12							S.Toone		K Bayes	
12	Allotments	Wave	D/D	Allotments 10.12.25-9.3.26	£17.18	£0.00	£18.09	S.Toone		K Bayes				
13	Events & Training	Lloyds Credit Card	D/D	Event Items and Training Courses	£752.73	£124.28	£877.01	S.Toone		K Bayes				
14	Admin	Unity Bank	ONLINE	Bank Charges March	£14.10	£0.00	£14.10	S.Toone		K Bayes				
15	Street Lighting	Cozens	ONLINE	Timer for lamp 154 New Led lamp 143	£365.00	£73.00	£438.00	S.Toone		K Bayes				
16	Town Hall	Mole Plumbing	ONLINE	Removal of sink in Cleaners Cupboard	£0.00	£0.00	£535.00	S.Toone		K Bayes				
17	Employment	MAD HR	ONLINE	Employment Helpline	£1,050.00	£210.00	£1,260.00	S.Toone		K Bayes				
18	Street Furniture	Acorn Workshop	ONLINE	Wildlife boards	£3,010.00	£602.00	£3,612.00	S.Toone		K Bayes				
19	Street Furniture	BBT	Online	Installation of wildlife boards	£0.00	£0.00	£885.00	S.Toone		K Bayes				

Agreed at Full Council: 13.4.26

Chair Sign:

RFO Sign:

2025-2026 Payments made in April											
Voucher Number	Account Dept	Payable to	Payment Method	Description	Net	VAT	Gross Amount	Name	Sign 1	Name	Sign 2
20	Events	J Hodds	Online	Easter Eggs	£0.00	£0.00	£81.18	S.Toone		K Bayes	
21	Events	D Joy	Online	Easter Eggs	£0.00	£0.00	£47.52	S.Toone		K Bayes	
22	Allotments	APC Pest Control	ONLINE	March visit	£180.00	£36.00	£216.00	S.Toone		K Bayes	
Aprils Payments											
23	Events	Bee-Line	Online	Christmas Train	£159.00	£31.80	£190.80	S.Toone		K Bayes	
24	Town Hall	NNDC	Online	Rates at Town Hall	£0.00	£0.00	£0.00	S.Toone		K Bayes	
25	Burial Grounds	NNDC	Online	Rates at Burial Ground	£0.00	£0.00	£640.00	S.Toone		K Bayes	
26	Admin	BT	D/D	Phone & Internet April	£81.40	£16.28	£97.68	S.Toone		K Bayes	
27	Street Lighting	Cozens	STO	Maintenance Contract April 26	£150.00	£30.00	£180.00	S.Toone		K Bayes	
28	Admin	Anglian Internet	D/D	Microsoft 365	£210.00	£42.00	£252.00	S.Toone		K Bayes	
29	Admin	Rialtus	Online	Accounts support and maintenance 2026-2027	£426.00	£85.20	£511.20	S.Toone		K Bayes	
30	Events	Richardsons	Online	Refund re Grant (Stalham Steps)	£0.00	£0.00	£882.00	S.Toone		K Bayes	
31	Burial Grounds	BBT	Online	Remove & Dispose of bench at Campingfield	£0.00	£0.00	£250.00	S.Toone		K Bayes	

Agreed at Full Council: 13.4.26

Chair Sign:

RFO Sign: