

STALHAM TOWN COUNCIL

Minutes of the meeting held on 8th June 2020 held via zoom online facility.

Present Mrs Eden (Chair), Miss Baverstock, Mrs Green, Mrs Gelinas Mr Hanton, Mr. Lilley, Mr McWilliams, Miss Thomas, Mr Wilson & Mr Woodhouse. Mr Toone joined after item 265 a and Mr Bayes after 265b.

- 260. Minutes:** Council approved the minutes of the 9th March 2020 meeting
- 261. Apologies:** Mrs Baker STC – received and accepted (broadband down) & Mrs Grove-Jones District Cllr.
- 262. Matters Arising :** To receive updates on items not included on the agenda- none.
- 263. Declaration of Interest**
Town Hall Management Committee: Mrs Eden and Mr. McWilliams.
- 264. Public Participation and Reports from Norfolk Constabulary County and District Councillors.**
Report had been received prior to the meeting from Mrs Grove-Jones – noted. Two members of the public being considered for co-option addressed the meeting.
- 265. To consider applications for co-option.**
- a. **Vacancy 1 :** Mr Stephen Toone elected by overall majority on fist vote . (3 candidates available) Acceptance of office signed and received
- b. **Vacancy 2 :** Mr Kevin Bayes elected by overall majority on fist vote . (2 candidates available) Acceptance of office signed and received
- 266. Town Planning**
- a. Applications received: - none
- b. Decisions: - none.
- 267. Chairman’s Announcements**
- a. To receive notice of Clerk’s retirement date (30.11.20)
This was noted and members thanked the Clerk for her work.
- b. Urgent matter.- standing orders were suspended to consider this.
The land owner of the allotment site had contacted the Council, allotment tenants had been asked to remove potatoes but some were refusing.
Resolved: That the Clerk would write to all tenants and anyone with potatoes on their plot on 15.06.20 (09.00hrs) would be evicted with immediate effect.
Proposed: Mr McWilliams Seconded : Mrs Gelinas unanimously agreed
- 268. Resolved: To ratify actions taken under covid 19 protocol.** (appendix 1)
Proposed: Miss Thomas Seconded : Mr Woodhouse unanimously agreed
- 269. Correspondence & Consultations**
Members agree to request for gate onto Recreation Ground as per previous agreements.
- 270. Town Hall**
- a. Received letter from Town Hall Management Committee requesting that the lease of the Town Hall not be renewed. - Noted
- b. To consider implications, actions and advice of letter as in above.
Members were in agreement in principle with the request that the lease not be renewed as the Committee had been unable to recruit new trustees. Clerk advised that this was not an area in which she had any expertise.
- c. **Resolved: Stalham Town Council will take advice on the process and feasibility of the Town Hall Management Committee’s requesting the management of the Town Hall be transferred to the Town Council. Budget for this work to be initially £1000**
Proposed: Mr Wilson Seconded : Mrs Gelinas unanimously agreed
Resolved: To instruct the Town Council solicitor to undertake no further work on lease on Town Hall until a final decision is made as to its future management.
Proposed: Miss Thomas Seconded : Mr Hanton unanimously agreed

- 271. Market Towns Initiative.**
- a. Update – Clerk advised that the material for the Jan Mark Trail had been sent to the designers and members thanked Mr Hanton for his work on this. Miss Baverstock reported that work on the Firehouse Museum website was progressing. Business Forum had reported that it was working on the arch installation and interpretation board.
- b. **Resolved: To approve additional cost of installing picnic bench(£105 from pond & Staithe budget)**
Proposed: Mr McWilliams Seconded : Mr Woodhouse unanimously agreed
- 272. To receive a financial report**
- a. **Resolved: to authorise payments (appendix 2)**
Proposed: Mr Lilley Seconded : Mr Toone. unanimously agreed
- b. Budget report to date noted
- c. **Resolved: to approve amendments to the 20/21 Town Council budget (appendix 3)**
Proposed: Mr McWilliams Seconded : Mrs Green unanimously agreed
- 273. Annual Governance & Accountability Return**
- a. **Statement of Governance**
Resolved : The Council has completed all the requirements of the Statement of Governance.
Proposed: Mr Wilson Seconded : Mrs Gelinas. unanimously agreed
- b. **End of year accounts**
Resolved to approve the end of year accounts as detailed in the AGAR, circulated and presented in the end of year bank reconciliation and statements.
Proposed: Mr McWilliams Seconded : Miss Thomas unanimously agreed
- 274. Stalham Staithe.**
- a. Land registration update.- Council solicitor has advised this should be resolved by the end of June 2020.
- b. Land in front of Staithe House – Solicitor has written to Poores Charity trustees.
- 275. Community Action Norfolk –**
Resolved: To renew subscription (Good Neighbour scheme) £20
Proposed: Mrs Gelinas Seconded : Mr McWilliams unanimously agreed
- 276. Street Lighting**
- a. **Resolved: To approve Cozens UK quote for replacement of 3 columns (£5085)**
Proposed: Miss Thomas Seconded :Mr Lilley unanimously agreed
- 277. To suspend Standing Orders to elect Chair of General Purposes Committee**
Proposed: Mrs Gelinas Seconded : Miss Thomas unanimously agreed
- a. Mr Wilson unanimously elected Chair of General Purposes Committee.
Proposed: Mrs Eden Seconded : Mrs Gelinas
- 278. Risk Assessment**
- a. **Resolved: To receive and approve whole updated Council Risk assessment**
Proposed: Mr Wilson Seconded : Miss Thomas unanimously agreed
- b. **Resolved: To approve Tree Risk assessment specification for 2020 as circulated**
Proposed: Mr McWilliams Seconded : Mr Woodhouse unanimously agreed
- 279. Coronavirus (Covid 19)**
- a. To receive a report regarding response in Stalham
NNDC has informed the Council that the “hub” in Stalham closed on 29th May 2020 with cover for Stalham now being co-ordinated from North Walsham. Mr Hanton reported that help was still being given by volunteers in Stalham to residents and that a report on that work during lockdown will be presented to the July Town Council meeting.
Council agreed that the work done by Matthew Stembrowicz and Laura Blackwell was professional and accessible. Council to write a letter to leader & Chief Executive of NNDC expressing the thanks of the Council and community.

- b. To consider NNDC Social distancing proposal.
Members consider the suggestions and whilst appreciating the idea of a one way system for pedestrians in Stalham thought that it was unenforceable. The Council thought the suggestion for stickers, leaflets and posters was a good one.

280. Recreation Ground Car Park

- a. To receive Recreation Ground Car Park update and consider any additional expenditure and delegation.

Mrs Gelinas and the Clerk have been making weekly visits to the site and this has, in part, resulted in some additional work being recommended.

Resolved: To approve addition of bark & membrane for the fence edges £1072 the cost of the additional work for excavation £1506 ,removal of material £6656 and the addition of speed bumps £3816. Spend in excess of budget to be funded by transfer from Memorial budget to Car Park budget.

Proposed: Mr McWilliams seconded: Mr Hanton unanimously agreed

- b. **Resolved: to accept quote for crown lifting of trees at Recreation Ground £200 +vat** members noted that due to exceptional circumstances only one quote was obtained.

- c. To review Recreation Ground opening policy.

Clerk was instructed to confirm latest guidance and insurer's advice. Item to be referred to the July Town Council meeting as no Leisure Committee meeting before this.

- d. To receive report in respect of fire damage to the wooded area at the Recreation Ground.

It was noted that there had been a fire in the wooded area of the Recreation Ground, the fire service had attended and the Town Council had informed the local Police.

281. Clerk's report

Report noted

Resolved: New Councillors to attend virtual training session.

282. Matters for reporting or future agenda

- a. **Finance, Admin & GDPR** committee to consider recruitment timetable and process. As per terms of reference. Cllr Woodhouse volunteered to join this committee.

- b. Verge cutting – for GP

- c. Wooded area of the Recreation Ground to be considered at next Leisure Committee.

283. Dates of meetings:

Resolved to approve meeting dates: General Purposes Committee 29.06.20
Town Council 13.07.20 Leisure Committee 27.07.20 Finance, Admin & GDPR Committee 22.06.20 All of these meetings to be held virtually via Zoom. Meeting list to be approved at July meeting.

Proposed: Miss Baverstock seconded: Mrs Gelinas unanimously agreed

Meeting closed at 9.10pm

Appendix 1

19.05.20 NALC training (£40)

11.05.20 SLCC web training. (£120) BA/2020/0127/TCAA - Pond House, The Staithe, Stalham. T1: Oak (Quercus robur) - low pollard- no objections Play inspections – to continue with current contractor Car park- to keep recreation ground closed until resurfacing has been completed.

Banner £65 No meeting May Jan Mark Stickers 6.04.20 Payments as per list Covid protocol Mens shed web page Parish Partnership payment Rec closure

Reviewed 20.04 majority agreed to continue to close. Art Trail 2020 postponed

Repair to Churchyard path- -

List of Payments made between 01/04/2020 and 31/05/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
06/04/2020	Susan Wellerd	1402	1626.02	salary etc march
06/04/2020	HMRC	1403	485.22	tax & NI march
06/04/2020	norfolk ALC	1404	531.67	subscription
	Anglian Water Business			Anglian Water Business
06/04/2020	Nationa	1405	48.3	Nationa
06/04/2020	Centrury Printing	1406	338	leaflets
06/04/2020	R Bell UK Ltd	1407	2256	tree work
06/04/2020	Nofolk County Council	1408	4825	Parish partnership trod
06/04/2020	George Taylor	1409	670	knee & rail mti
06/04/2020	Clapham & Collinge	1410	243	fence legal work
	The CGM Group (East			
06/04/2020	Anglia) L	1388	519.84	Grounds mtnce
06/04/2020	E.on	1411	436.33	street light energy
06/04/2020	R Turner	1412	0	cancelled
06/04/2020	R Turner	1416	2500	millside gates
	Anglian Water Business			
06/04/2020	Nationa	1405	48.3	allotment water
	Anglian Water Business			
06/04/2020	Nationa	1405	-48.3	allotment water
13/04/2020	Norfolk Pension Fund	SO	579.87	March conts
13/04/2020	Norfolk Pension Fund	SO	-0.01	adjustment
15/04/2020	Cozens (UK) LTD	SO	270	street light mtnce march
11/05/2020	The CGM Group	1415	1039.68	Grounds mtnce
11/05/2020	P James	1417	183.75	Internl Audit
11/05/2020	Shaw & Son Ltd	1418	24.42	Burial receipt book
	The CGM Group (East			
11/05/2020	Anglia) L	1419	519.84	Grounds mtnce
11/05/2020	Low Caron Ltd	1420	99.6	Low Caron Ltd
11/05/2020	HMRC	1421	507.6	April Tax & Ni
11/05/2020	Came & Comapny	1422	2362.4	insurance
11/05/2020	E.on	1414	7.27	supply
11/05/2020	L Robertson	1423	610	Rodent control
11/05/2020	E.on	1424	422.77	supply April
11/05/2020	Susan Wellerd	143	1768.22	Salary & expenses April 20
13/05/2020	Norfolk Pension Fund	SO	604.7	April
15/05/2020	Cozens (UK) LTD	SO	270	April mtnce
			23749.49	

Appendix 2

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
08/06/2020	norfolk ALC	1425	48.00	online training
08/06/2020	Society LCC	1427	144.00	web training
08/06/2020	Photostatic Anglia Ltd	1428	143.75	copier
08/06/2020	Stalham Town Hall	1429	20.00	heating etc
08/06/2020	R Woolston	1430	65.00	banner picnic bench
08/06/2020	G Taylor	1431	215.00	install salary etc May
08/06/2020	Susan Wellerd	1432	1662.34	20
08/06/2020	HMRC	1433	507.60	tax & NI
08/06/2020	The CGM Group (East Anglia) L	1434	519.84	grounds mtnce
13/06/2020	Norfolk Pension Fund	SO	604.70	pension conts
15.06.20	Cozens UK	SO	270.00	street lights
8.06.20	Munnings Construction		47067.85	car park
8.06.20	Eon		436.87	energy
8.06.20	Stalham DIY		24.00	allotment keys
8.06.20	CAN		20.00	
	Total Payments		51748.95	

Appendix 3

Budget amendments:

Earmarked Reserves updated to agree with 20/21 budget

200 4105 GP Risk assessment & remedial increase 20/21 budget by £650 unspent but committed in 19/20 new total £2150

400 4235 Town Council legal fees unspent £2k from 19/20 budget for 2021 to be increased to £3k

400 4246 Town Hall legal fees – unspent £1k from 19/20 budget for 20/21 £1k

400 4250 Town Hall grant increased by 19/20 unspent grant to £6460 for 20/21

700 Town Trail budget Unspent £1594 transferred to 20/21

700 Market Towns Initiative £16228 unspent to be transferred to 20/21 budget

Plus new budget for advice & consultancy fees £1000