

Dear Councillor,

Your attendance is required at the **Meeting of the Town Council** to be held on Monday 8th November 2021 at 7.00pm in The Town Hall, High Street, Stalham. Members of the press and public are cordially invited.

Councillors and staff of the Council will take a lateral flow test one hour before attending a meeting. These give a result in 30 minutes. If members of the public Councillors would be grateful if you would also undertake a test before coming to the Town Hall.

You can attend a centre:

<https://www.norfolk.gov.uk/care-support-and-health/health-and-wellbeing/adults-health/coronavirus/testing/symptom-free-testing>

Or do them at home, these tests are free for you to obtain. You can get them online or from any pharmacy or library:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

Please attend wearing a mask, masks will be available if you do not have one. Do not move the chairs and sit where indicated. You may have your temperature checked with a contactless thermometer.

Sarah Hunt

Sarah Hunt
Town Clerk

AGENDA

- 1. To Elect Councillors to Office.**
 - 1.1 To elect a new Chair to the Council. Chair to sign acceptance of office.
 - 1.2 To elect a new Vice-Chair to the Council if necessary.
- 2. Minutes.**

To approve the Full Council minutes dated 11th October 2021.
- 3. Apologies.**

To consider and approve apologies for absence.
To note the resignation of Cllr P Eden.
- 4. Co-Option.**
 - 3.1 To consider any applications received. Council currently has two vacancies approved for co-option and one vacancy going through due process.
 - 3.2 Newly Co-opted Councillors to sign Acceptance of Office form and join the meeting.

5. Declaration of Interest.

Councillors to declare a pecuniary or non-pecuniary interest in any item on the agenda. To consider any dispensations.

6. To receive updates on matters not on the agenda.

No decisions may be taken under this item.

- 6.1 Tree Works – R Bell. Now scheduled to commence 15th November.
- 6.2 Planting of replacement burial trees (12) scheduled to commence 29th November. To note three trees are being sponsored by a resident.
- 6.3 Brumstead Road streetlight. Still awaiting UKPN and Amey invoice.
- 6.4 Millfield – Rotor Spinner removal – groundworks update. Cllr Lilley/Hanton
- 6.5 Minute archiving, deposited on 22nd October.
- 6.6 Skatepark Working Party. More riveting necessary. Rivets received.
- 6.7 No Dogs Sign – recreation field. Cllr Hanton
- 6.8 Defibrillator training. Tuesday 30th November – 2 groups of 6 people attending.
- 6.9 Unity Pay Card. In hand.
- 6.10 Land Registration – Burial Ground, Recreation Ground, Millside. In hand.
- 6.11 MTI Backpack distribution update. Cllr Baverstock.
- 6.12 Cycle racks at Poppy Centre – no response from NNDC to date.
- 6.13 Bench donation – Street Events Committee. Update. Cllr N Baverstock.

7. Public Participation and Reports.

- 7.1 County Councillor Nigel Dixon.
- 7.2 District Councillor Pauline Grove-Jones.
- 7.3 Police.
- 7.4 Members of the public.

8. Town Planning

- 8.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.
 - 8.1.1 EF/21/2666 – Stalham Football Club Rivers Park, Brumstead Road, Stalham, Norfolk, NR12 9BJ. Lawful development certificate for proposed siting of a portable and moveable storage container.
- 8.2 To receive notification of Planning decisions taken by North Norfolk District Council and the Broads Authority received before the meeting.
- 8.3 PF/21/2021 – Land North East of Yarmouth Road, Stalham. A new residential development of 43 affordable houses comprising 22 affordable/shared ownership houses and one block of 21 affordable flats, with associated landscaping, infrastructure and access. To receive response from Medcentre and North Norfolk District Council in response to request that they attend a public meeting in Stalham. To consider next actions. Note: A request has been sent to Anglian Water for details of all and any local issues.
- 8.4 Neighbourhood Plan.
 - 6.4.1 To receive an update. Cllrs Bayes/Taylor/Toone.
- 8.5 S106. To note that the Town Council has requested a meeting with the Planning Team at NNDC to discuss possible future projects. To consider any possible projects.

- 8.6 To note that a meeting is scheduled for the 12th November with NNDC Planning Officers, District and County Councillors plus two representatives from STC and the Clerk to discuss wider planning matters at Stalham.

9. Correspondence and Communications.

Email	J Forsyth	High Sheriff visit	For decision
Email	Dr Bike	Visit of bike clinic to stalham - £250+	For decision

10. Amenities Matters.

- 10.1. To receive Amenities Minutes from Monday 25th October 2021.
To receive Amenities Minutes from Monday 1st November 2021.
- 10.2 To consider recommendations:
- 10.2.1 That Council commission a feasibility study at a cost of £3,500 on the A149 crossing. This to be added to £1,500 from Cllr N Dixon. This to include Mill Road crossing.
- 10.2.2 That Council commission CDS to undertake a burial extension concept design at a cost of £2,450.00.
- 10.2.3 That the Pest Control quotation for the allotments be approved at a cost of £1,610.00 for the first year. To include the purchase of traps.
- 10.2.4 That four streetlights be replaced during 2022/23 – being the four remaining concrete posts on Yarmouth Road – at a cost of £6,780.00.
- 10.3 To receive a quotation for necessary works following annual inspection by Cozens Streetlight Maintenance of £3,385.00.
- 10.4 To consider any quotations available for the removal of the Conifer trees in the Closed Churchyard.
- 10.5 To consider if there are any suitable projects in 2022 for the community payback team.

11. Financial.

- 11.1 To receive Bank Reconciliation.
- 11.2 To AGREE Payments and Receipts as presented.
- 11.3 To note current signatories and agree any changes
Unity – M Lilley, P Eden, S Toone, K Bayes, C Gelinias
Natwest – M McGeary, P Eden, M Lilley, C Gelinias, S Thomas.
Nationwide – P Eden, M Lilley, C Gelinias, S Toone.

12 Highways Matters.

- 12.1 To note that all unrecorded footpaths and bridleways created before 1949 cannot be recorded after 1st January 2026. To consider any paths to be added to the definitive plan following circulation of definitive Map. From last meeting.

13 Administrative Matters.

- 13.1 MTI Disability Ramps are now all ordered. To receive update on presentation.
Cllr N Baverstock'
- 13.2 SNAP Meeting update. Cllr N Baverstock
- 13.3 To note that the COVID Memorial plaque has been received.
- 13.4 To consider registering the Town Hall with the Land Registry.

14. Town Hall

- 14.1 Public meeting on 23rd November 2021, 7pm. Town Hall. Hand back of building 8th December 2021.

- 14.2 Internet installation. To note that the Community Action Norfolk application was not received by CAN. Alternative funding sources being investigated. Clerk.
 - 14.3 To note that the electricity meter needs adjusting – update from Clerk. To consider instructing an electrician to undertake the necessary work.
 - 14.4 To note that there is £20,000 of S106 money available to be drawn down – NNDC have confirmed the internet installation and asbestos survey will be considered as suitable if worded correctly. The terms are: “The sum of twenty thousand pounds (£20,000) to be applied towards improving facilities at Statham Town Hall for use by local community groups.”
 - 14.5 To receive insurance quotation of £530.00/per annum. To agree the cost from 8th December at £243.34.
 - 14.6 To consider undertaking a building valuation report.
- 15. Matters for reporting or future agenda**
Terms of reference to be reviewed for all committees.
- 16. Dates of next meetings:**
Stalham Area Business Forum – 9th November 7pm ZOOM.
Finance – 22nd November at 7pm, location to be agreed.
Town Hall AGM – 23rd November at 7pm. Town Hall.
NNDC Town and Parish Forum – 29th November.
Defibrillator Training – 30th December, Town Hall.
Trustees – 10th December, 7pm, Poppy Centre. (To be Public Meeting AGM).
Full Council – 13th December 7pm. Town Hall.

In accordance with the Public Bodies (admission to meetings) Act 1960 the chair of the meeting may decide to exclude the press and public during consideration of the following item due to the confidential nature.

17. Staithe Report.

To receive an update from Cllr Bayes.

18. Staffing.

17.1 To receive any comments concerning the temporary increase in staff levels.