



Minutes of the **Meeting of the Town Council** held on Monday March 8th 2021 at 7.00pm via the Zoom application.

Present: Cllrs M Baker, N Baverstock (part), K Bayes, P Eden (chair), M Green, P Hanton, M Lilley, R McWilliams, H Morgan, S Toone.

Clerk: Sarah Hunt.

County Councillor N Dixon, District Councillor P Grove-Jones and one member of the public were present.

454. Minutes.

The Full Council minutes of 8th February 2021 were AGREED as a true and correct record and will be signed by the Chair in due course.

455. Apologies.

The meeting noted the resignation of Mr G Wilson.

Apologies were received and ACCEPTED from Cllr Sonia Thomas due to ill health.

Apologies were received and ACCEPTED during the meeting from Cllr Gelinias who was unable to connect due to technical issues.

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

No decisions may be taken under this item.

456.1 MTI Welcome Information Board – still awaiting Highways Licence. Clerk to apply for Planning Permission upon receipt. Awaiting opportunity to share the hard copy at the Town Hall when restrictions lifted.

456.2 Registration of land in front of Staithe House. This is with the Land Registry. Solicitor to chase before next meeting to give update.

456.3 Council email provision. Cllr S Toone reported this will take place later in the week. Emails would be 'cllr initial surname @stalhamtowncouncil.org.

Cllr N Baverstock joined the meeting.

456.4 Allotment notices and notice boards are now up. Cllr S Toone.

456.5 Brumstead Road streetlight – damaged. Now re-instated. Awaiting invoice before claim can be processed.

456.6 Tree works – one estimate received. One awaited. Three declined to quote.

456.7 To note insurance confirmation is received that Councillors, with the correct Risk Assessment may use the Council mower/hedge trimmer/strimmer.

456.8 Town Hall return to Town Council – Solicitor to write to Charity Commission as next step.

457. Declaration of Interest.

Cllrs Baker, Eden, McWilliams – Trustees of Town Hall.

Cllr Eden – Allotment Holder.

458. Public Participation and Reports.

458.1 County Councillor Nigel Dixon. Cllr Dixon had advised a resident concerning a speed bump on Market Street. No meeting has yet been scheduled to look at drainage in the Staithe area, Mr Dixon remains available to attend. Update on the future use of the Junior School building to be provided to the next meeting.

458.2 District Councillor Pauline Grove-Jones. Licences for outside seating areas for hospitality businesses will be a flat charge of £100 for one year's licence. Following investigations Cllr Grove-Jones has established that an agreement should be in place for S106 money value £20,000 to be allocated to the Town Hall in Stalham on first occupancy of the McCarthy and Stone development. Investigations continue on S106 available and further updates will be brought to the Council.

458.3 Police – report circulated to Councillors.

458.4 No members of the public wished to address the Council.

459. Town Planning

459.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.

459.1.1 BA/2021/0057/HOUSEH – 23 Burtons Mill, The Staithe, Stalham, NR12 9FE. Replacement fence and erection of shed. No objection.

459.1.2 PF/21/0513 – The Hawthorns, Heron Gardens, Stalham, Norfolk, NR12 9PL. Two storey semi-detached dwelling and associated external amenity space. No objection or comment.

459.2 To receive notification of Planning decisions taken by North Norfolk District Council and the Broads Authority:

459.2.1 FUL/2020/0032 – Stalham Fire Station, Lower Staithe Road, Stalham, NR12 9BU. Replacement of existing Hose Drying Tower with the erection of a taller Fire Training Tower Facility: Norfolk County Council. Permitted.

459.3.1 BA/2021/0039/HEDGE – Tank 45M front Anglian Water Services Ltd, Wayford Road 9M from unnamed Road, Wayford Road, Stalham. Hedge removal of 4 metres of hedge for engineering works. Permitted.

459.3 The adoption of the North Norfolk Landscape Character Assessment & Landscape Sensitivity Assessment Supplementary Planning Document by NNDC - NOTED.

460. Chairman's Announcements.

None.

461. Correspondence & Consultations.

Email	Norfolk Co Co	Stepping Stone Lane closure 15.3.21	Noted.
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462. GP Committee.

462.1. The minutes from GP Committee meeting 22nd February 2021 were RECEIVED.

462.2. To consider recommendations:

9.2.1 The Council **RESOLVED** to instruct CDS to undertake a T2 Level Groundwater Survey at the Burial Ground extension for the sum of £4,500.00. PROPOSED S Toone, seconded R McWilliams.

463. Market Towns Initiative.

463.1. Backpack – to note all contents ordered.

463.2 Update on Ramps – Cllr Gelinis has taken photographs and measurements. Cllrs Baverstock and Gelinis to confer prior to any order being made. It may not be possible for all businesses who have requested to be issued with a ramp depending upon their access.

463.3 Update on other outstanding items – Cllr Baverstock reported that the Firehouse Trustees have started to finalise the design of both the brochure and pamphlet and will take over the website delivery.

464. Administrative Matters.

464.1 It was **AGREED** to reschedule the Annual Parish Council meeting to 4th May 2021.

464.2 To discuss and consider areas of responsibility that Councillors cover. Cllr P Hanton suggested that rather than individual councillors having areas of responsibility that Councillors work together. Draft suggested plan to be circulated. Clerk/Cllr Hanton.

464.3 The Councillor Application form for those applying to join the Council under the Co-option rules as presented was **ADOPTED** by the Council. Clerk to issue to applicants for current vacancy.

465. Financial.

465.1 Bank Reconciliation.

Nationwide balance as at July. (Interest added March)	40,000.00
Natwest Business Reserve at 30.11.20. (very little int.)	12,629.72
Current account as at 4 th February 2021.	12,674.91.

465.2 It was **RESOLVED** to approve Payments and Receipts as presented plus additional repayment to S Hunt of £619.18 for expenses including for MTI Backpack contents purchased. PROPOSED Cllr Lilley, seconded Cllr Hanton.

465.3 Opening of Unity Bank Account. Submitted to Unity Bank.

465.4 S106 Money – Cllr Grove-Jones has established that £20,000 is expected earmarked for the Town Hall and linked to first occupation at the Staithe Gardens/Homestead Place development. Update to next meeting.

465.5 It was **RESOLVED** to donate £50.00 to the Citizens Advice Bureau in response to the request. PROPOSED Cllr Lilley, seconded Cllr Green.

466. Clerk's report

No additional items.

467. Leisure Committee.

467.1 The Leisure minutes dated 1st March 2021 were RECEIVED by the meeting.

467.2 To consider any recommendations:

467.2.1 It was **RESOLVED** to remove Rotor Play/Spinner Bowl from Millside Play Area, PROPOSED Cllr Hanton, seconded Cllr Lilley.

467.2.2 It was **RESOLVED** to renew the Pest Control contract at the Recreation Ground for one year at a cost of £640.00. PROPOSED Cllr Hanton, seconded Cllr McWilliams.

467.2.3 It was **RESOLVED** that the grounds maintenance contract be renewed at a cost of £2415.51 with Garden Guardian. PROPOSED Cllr Toone, seconded Cllr Baker.

468. Training and Reports.

468.1 The Clerk is attending free of charge Rialtus training on the 16th March at 10am.

468.2 The Clerk attended a free Outlook 365 course on 2nd March 2021 with a view to creating an online shared area for Councillors and the Clerk to view documents.

468.3 The Clerk attended a free of charge Parish Online training courses Thursday 4th. Councillors are invited to attend a Free session on the 15th March at 7pm which will demonstrate the scope of the software they have.

469. Matters for reporting or future agenda.

Please advise clerk of any items for inclusion.

470. Dates of next meetings:

16th March 2021 - Recreation Ground Trustees.

22nd March 2021 – Leisure Committee.

12th April 2021 – Town Council.

12th April 2021 – Annual Parish Meeting

26th April 2021 – General Purposes.

4th May 2021 – Annual Town Council Meeting.

The chair excluded the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of the following agenda items because of the confidential nature of the business to be discussed. All Councillors present confirmed that they were alone in the room and the session could not be recorded, seen or overheard.

471. Staffing Matters:

471.1 It was **AGREED** to offer the post of Stalham Town Clerk to Mrs Sarah Hunt following completion of a probationary period.

471.2 It was **AGREED** not to withhold the salary increment due on the 1st April 2021.

471.3 It was **AGREED** that 10 days annual leave can be carried over at the end of March 2021.

Payments:

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/03/2021	Salaries	1598/9 SO	2709.57		March Payment
08/03/2021	Ray Woolston	1600	60.00		play area signage update
08/03/2021	Cozens (UK) LTD	SO	270.00		February Maintenance Contract
08/03/2021	Cozens (UK) LTD	1601	948.00		streetlight repairs
08/03/2021	Netbox Digital	1602	143.75		Photocopier
08/03/2021	CT Baker Ltd	1603	142.66		various - noticeboard allotmen
08/03/2021	Viking Stationery	1604	114.88		stationary
08/03/2021	Norfolk association of local c	1605	108.00		training - Eff Co & GOER
08/03/2021	Cozens	1606	394.58		Repair
08/03/2021	The CGM Group (East Anglia) L	1607	519.84		The CGM Group (East Anglia) L
08/03/2021	S hunt refund	1608	619.18		Various MTI/Admin.
08/03/2021	spd uk	1609	63.20		cork board - noticeboards
08/03/2021	norfolk citizens advice	1610	50.00		donation