

Minutes of the Annual Meeting of the Town Council

held on Tuesday 4th May 2021 at 7.00pm via the Zoom application.

Present: Cllrs M Baker, N Baverstock (part), K Bayes (part), J Bird, P Eden (chair), C Gelinias, Green (part), P Hanton, M Lilley, R McWilliams, S Toone

Items were taken out of order with Item 2 held over until Cllr Bayes joined the meeting.

1. Election of Chair.

Cllr P Eden was PROPOSED Cllr M Baker, seconded Cllr R McWilliams and duly elected. Mrs Eden signed the declaration of acceptance of office.

2. Election of Vice Chair.

Cllr R McWilliams PROPOSED Cllr Baker, seconded Cllr Lilley.
Cllr K Bayes PROPOSED Cllr Gelinias, seconded Cllr Hanton.
Cllr K Bayes was ELECTED to the post of vice-chair. Cllr Eden thanked Cllr McWilliams for his support and work.

3. Minutes.

The Full Council minutes of 12th April 2021 were AGREED as a true and correct record of the meeting and will be signed by the chair in due course.

4. Apologies.

2.1 Cllr H Morgan - unavailable. Cllr S Thomas – unwell.

5. Declaration of Interest.

Cllr Gelinias notified the meeting that she had voluntary involvement in the new Men's Shed and would therefore not vote on the grant request.

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

- 6.1 MTI Welcome Information Board – Highways Licence received. Clerk has sent cheque for payment. New map sent by Business Forum.
- 6.2 Registration of land in front of Staithe House. There is not likely to be any registration imminent as the land registry are taking a very long time to process requests.
- 6.3 Council email provision. All Councillors except for two are now on the new emails. Cllr Toone to finalise those accounts.
- 6.4 Brumstead Road streetlight. Awaiting a Power Networks invoice.
- 6.5 MTI – Backpacks and contents now with Cllr Baverstock. Noted.
- 6.6 Tree works order placed with R Bell. Noted.
- 6.7 Millside – the works are due on the 17th May to enable this to reopen.

7. Public Participation and Reports.

- 7.1 County Councillor Nigel Dixon. This item was taken later when Cllr Dixon joined the meeting. The Academy has not yet made any future plans known for the First School site. The issues continue at the building site on Upper Staithe Road.
- 7.2 District Councillor Pauline Grove-Jones. This item was taken later when Cllr Grove-Jones joined the meeting. The planning officer is involved with the surface water

drainage from Mccarthy and Stone. There are changes to the plans at Broad Beech light industrial area which will now be dwellings. Potentially there is another adjacent site suitable for light industrial. Nothing is as yet received at North Norfolk. Cllr Grove-Jones will keep the Council informed who will then contact the Planning Policy Manager with their thoughts over the areas under consideration.
Police – no report.

8. Town Planning

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

BA/2021/0057/HOUSEH – 23 Burtons Mill, The Staithe, Stalham, NR12 9FE.
Replacement fence and erection of shed. APPROVED.

9. Chairman’s Announcements.

None.

Cllr M Green joined the meeting.

10. Correspondence & Consultations.

Plantscape	Email	Funding for displays	Noted.
Paston College	Email	Request to volunteer for litter picking	Agreed.
Resident	Card	Thank you for recognition.	Noted.
Mens Shed	Email	Request for Additional Funding	Refused.

Cllr P Grove-Jones joined the meeting and gave her report.

Cllr N Baverstock joined the meeting.

11. General Purposes Committee.

11.1. GP minutes from meeting 26th April 2021 were RECEIVED.

11.2 Burial Ground extension - the ground water survey has now been received and the area can be utilised. Quote awaited for design service.

Gate at the roadway rear of church. There are currently no gates able to be closed, this is being investigated.

12. Market Towns Initiative.

12.1. Update on Ramps – Cllr Baverstock reported that 70% of the shops have been measured, all measurements will be available before the next meeting. The Men’s shed has approached Cllr Baverstock as well. Cllr Gelinias and Clerk available to help.

12.3 Update on museum items – all items in hand.

13. Administrative Matters.

13.1 Parish Online – report from meeting on 29th April . Cllr KBayes reported that Councillors are going to begin working on assets and seeing what should be online and uploaded. Current thoughts are streetlights and allotments, there are quite a few things that can be uploaded and actioned quickly. This is a great opportunity for councillors. Clerk and Cllr Toone to see if the projector can be utilised to screen share so all councillors can attend a session at the Town Hall.

13.2 Areas of responsibility agreed as submitted.

13.3 To agree committee memberships.

Finance: Cllrs K Bayes, J Bird, P Eden (Chair), C Gelinias, H Morgan, R McWilliams, S Homas, S Toone.

Leisure: Cllrs M Baker, N Baverstock, K Bayes, P Eden, C Gelinias, P Hanton, M Lilley, H Morgan (Chair).

General Purposes: Cllrs K Bayes, P Eden, M Green, P Hanton, S Toone (chair).

13.4 To receive suggested copy for map on Station noticeboard. Cllr Morgan next meeting.

13.5 It was RESOLVED to renew CAN membership (Bronze). PROPOSED Cllr S Toone, seconded Cllr N Baverstock.

Cllr M Green left the meeting.

13.6 To note the year end has been submitted to the Local Government Pension Fund and passed checks. A refund of £606.08 is due.

14 Financial.

14.1 To receive Bank Reconciliation for year end. To finance on the 19th May.

14.2 It was RESOLVED to AGREE Payments and Receipts as presented Cllr M Lilley, seconded Cllr S Toone. Nalc Planning Training to be added at a cost of £30.00.

14.3 It was noted by the meeting that the Insurance renewal has not yet been received and will fall due on 31st May. It was RESOLVED that the Finance Committee review quotations on the 19th May at their meeting and decide where to obtain cover.

15 Highways Matters.

15.1 To receive an update on the Staithe. Clerk reported that the Council Staithe is 28th on the Highways list for a camera investigation.

15.2 The response from Highways concerning Stepping Stone Lane was noted. Any overgrown signs to be reported through the usual channels.

16. Leisure Matters.

16.1 It was RESOLVED to accept the Wicksteed quotation of £2,648.29 for the necessary works. PROPOSED Cllr Bird, seconded Cllr Bayes.

16.2 It was RESOLVED to accept the Play Inspection quotation of £225.00 for the inspection to take place on December 2021.

County Cllr N Dixon joined the meeting.

16.3 To confirm the U 8's bin is not on the collection schedule. It was RESOLVED to add this at a cost of £2.40 per empty. PROPOSED Cllr Hanton, seconded Cllr Bayes.

17. Training and Reports.

17.1 The training for Cllr J Bird was AGREED: New Councillors; Finance for Councillors; Planning.

18. Matters for reporting or future agenda

New Code of Conduct.

19. Dates of next meetings:

Wednesday 19th May – Finance meeting if possible under current restrictions.

Monday 24th May – Leisure meeting if possible under current restrictions.

Monday 14th June – Full Council venue to be confirmed.

The meeting closed at 8.42pm