

## STALHAM TOWN COUNCIL

### Minutes of the meeting held on 12<sup>th</sup> October 2020 held via zoom online facility.

Present: Mrs Baker, Miss Baverstock, Mr Bayes, Mrs Gelinias, Mrs Green, Mr Hanton Mr. Lilley, Mr McWilliams, Miss Thomas, Mr Toone & Mr Wilson.. County Councillor Mr Dixon, and two members of the Public. Clerk in attendance .Miss Morgan joined the meeting after co-option.

Before the meeting commenced it was noted that Mr McWilliams would Chair the meeting as Vice-Chair of the Council.

- 362. Minutes:** Council approved as an accurate record of the meeting, the minutes of the 14<sup>th</sup> September 2020.
- 363. Apologies** District Councillor Mrs Grove-Jones, also received and accepted from: Mrs Eden
- 364. Councillor Vacancy.**
- 362.** It was noted that there had been no request for election
- 363.** Received application for co-option from Miss H Morgan  
**Resolved: To co-opt Miss Morgan**  
Proposed: Mrs Baker. Seconded: Mr Lilley. Unanimously agreed.
- 364.** Received acceptance of office form signed and witnessed virtually.
- 365. Matters Arising:** To receive updates on items not included on the agenda- none.
- 366. Declaration of Interest**  
Town Hall Management Committee: Mrs Baker and Mr. McWilliams.
- 367. Public Participation and Reports from Norfolk Constabulary County and District Councillors**  
Report received from Mrs Grove-Jones - noted. Mr Dixon reported that Highways were looking into the causes of the flooding near the Baptist Chapel and if members were aware of other similar areas he asked them to contact him with details. County Council is preparing its budget and a consultation will follow. 19.46 Cllr Dixon left the meeting.
- 368. Town Planning**
- a. Applications received: PF/20/1700 Rose Villa, St Johns Road, NR12 9BG Single storey side/rear extension. No objection.
- b. Decisions: PO/20/1418 Site Adjacent to 14 Calthorpe Close, NR12 9EE Construction of a detached, 2-storey, 3-bedroomed dwelling house with 2 off-street car parking spaces and amenity space (outline with all matters reserved- withdrawn.  
ADV/20/1142 Tesco Stores Limited, Old Market Road, NR12 9AE Display of non-illuminated TESCO sky sign mounted on steel rails above entrance door. – withdrawn.
- 369. Chairman's Announcements**  
Mr McWilliams told the meeting that Mrs Eden had recently had an operation and it was agreed to send her a card from the Council.
- 370. Correspondence & Consultations**
- 362.** Broads Authority Consultations
- i. Peat Guide – noted.
- ii. Residential Moorings Guide- noted- no comments.
- 363.** Planning White paper.- to be referred to GP Committee to allow more time
- 364.** BT Payphone consultation – to receive final decision response.- noted
- 365.** Wayford Bride road works – to receive notice of work schedule and design. Noted that the work is to commence in spring 2021 and be single carriageway closure.
- 366.** Local Government Boundary Commission consultation.- noted.
- 371. Leisure Committee**
- 362.** Noted receipt of unapproved minutes.
- 363.** Received notification of Public Space Order for Recreation Ground

364. Members consider signs and dog bin at the Recreation Ground in view of item 370b. and agreed to monitor the situation now that the new signs are in place.  
**Resolved: To accept the offer from NNDC to relocate the dog waste bin to a more suitable site.**  
 Proposed: Mrs Baker.                      Seconded: Mr Lilley    Unanimously approved
365. Members considered that no further action re removal of tyre from the Recreation Ground was required as Serco had removed it.
372. **Town Hall**
362. Report – Mrs Baker told the meeting that work is continuing on improvements.
363. Noted working party meeting with legal representative report in Clerk's report.
364. To consider solicitor's quote for work.  
**Resolved: to accept the quote of £775 incl vat for work to surrender the Town Hall Lease to Town Council and the closure of the Town Hall Charity.**  
 Proposed: Mrs Baker.                      Seconded: Mr Toone    Unanimously approved  
 The Clerk was asked to discuss the registration of the land.
373. **Market Towns Initiative.**
362. Update – it was noted that the design and position for the Jan Mark board had been agreed and due to the position no planning permission is required.
363. Town Sign interpretation board. Members considered the suggested text and instructed the Clerk to send the version without individual names being credited. It was suggested that SABF could add a plaque to the Welcome sign with attributions if it agreed.
374. **Stalham Staithe.**
362. Land outside Staithe House  
 Resolutions by both Town Council and Poors Charity sent to solicitor.
375. **To receive a financial report**
362. **Resolved: To authorise payments and notification of income (see appendix 1)**  
 Proposed: Mr Lilley    Seconded: Miss Thomas    Unanimously approved
363. Budget report to date – noted.
364. To consider appointment of Internal Auditor for 20/21  
**Resolved: To appoint Mrs Hunt**  
 Proposed: Mr Lilley    Seconded: Mr Toone    Unanimously approved
365. It was noted that third person check of invoices has not been possible during the current Financial year to date.  
 Clerk to scan a sample of invoices and send to Miss Thomas for approval each month.
366. Members noted the successful conclusion of Annual Governance and Accountability Return.
376. **Storm Damage**  
 Mr Hanton reported he had removed a branch that was overhanging a garden from the Burial Ground.
377. **Clerk's Report**
362. To consider quote for moving photo copier – this item to be postponed and upgrade considered when new Clerk in post.  
**Resolved: Decision on upgrade of photocopier to be delegated to Clerk, Chair and Cllr Toone.**
363. To consider budget for storage to aid move  
**Resolved: To approve a budget of £50 for items to aid Clerk's move.**  
 Items a & b. Proposed: Miss Baverstock    Seconded: Mr Hanton    Unanimously approved.
364. **Resolved: To approve a one year extension of Zoom subscription and creation of software budget.**  
 Proposed: Mr Toone    Seconded: Mrs Gelinas    Unanimously approved
365. **Resolved: To purchase of 12<sup>th</sup> edition of Local Council Administration £123.80 inc postage**  
 Proposed: Mr Lilley    Seconded: Miss Baverstock    Unanimously approved

378. **Matters for reporting or future agenda** none
379. **Dates of next meetings: Finance & Admin 19.10.20 @19.30 General Purposes: 26.10.20 @19.00 Town Council 9.11.20 @19.30 all via zoom**
380. **Resolved: That under section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for item 13 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act in the paragraph registered against the item: To exclude the press and public .**

Members of the Public left the meeting at 20.30

381. **To consider quotes for tree risk assessment for 3 year contract.**  
 Members consider the three quotes.  
**Resolved: To accept the quote for three year tree risk assessment from Target Trees. £1180.**  
 Proposed :Mr Bayes Seconded: Mr Hanton                      unanimously agreed.

Meeting closed at 20.40

Appendix 1

		Payments			
Date Paid	Payee Name			Amount Paid	Transaction Detail
12/10/2020	Munnings Construction Ltd	1532		5242.48	final car park resurfa
12/10/2020	Anglian Water Business Natio	1533		57.89	allotment water
12/10/2020	PKF Littlejohn LLP	1534		480.00	auannual return audit
12/10/2020	norfolk Assoc of local Council	1535		136.80	Cllr training
12/10/2020	Cozens (UK) LTD	1536		6102.00	street lights
12/10/2020	Norfolk Pension Fund	1537		18.30	balance Sept pens
12/10/2020	The CGM Group ( East Anglia) L	1538		519.84	grounds mtnce
12/10/2020	Susan Wellerd	1539		1713.95	salary etc
12/10/2020	HMRC	1540		535.40	tax & NI
13/10/2020	Norfolk Pension Fund	SO		604.70	Sept pens conts
15/10/2020	Cozens (UK) LTD	SO		270.00	street light mtnce
12/10/2020	Eon	1541		422.77	Street light energy
12/10/2020	P Bothamly	1542		25.00	allotment deposit
12/10/2020	Fitzpatrick Woolmer	1543		696.00	mti board
				<b>Total Payments</b>	<b>16825.13</b>
<b>Cash Received between 01/09/2020 and 30/09/2020</b>					
Date	Cash Received from	Receipt No		Receipt Description	Total
11/09/2020	K Clarke	45/20/21		allotment	43.2
02/09/2020	North Norfolk District Council			business support grant	10000
24/09/2020	North Norfolk District Council			PRECEPT	46835
29/09/2020	plot 20	47		rent / water	27
23/09/2020	various	46 48 49		allotment	122.6
				<b>Total Receipts</b>	<b>57027.8</b>