



**Minutes of the Meeting of the Town Council** held on Monday 12<sup>th</sup> July 2021 at 7.00pm  
in The Town Hall, High Street, Stalham.

Present: Cllrs M Baker, N Bavestock, K Bayes, J Bird, P Eden (chair), M Green, M Lilley, M McGeary (part), S Toone.

4 members of the public were present.  
Clerk: Mrs Sarah Hunt

**37. Minutes.**

The Full Council minutes of 14<sup>th</sup> June 2021 were AGREED as a true and correct record and signed by the Chair.

**38. Apologies and Co-option.**

- 38.1 Apologies were RECEIVED and ACCEPTED from:  
Cllr P Hanton – illness.  
Cllr R McWilliams – illness.  
Cllr C Gelinias – unavailable.
- 38.2 NOTED the resignation of Hannah Morgan. The advertisement for the Notice of Vacancy expires 21<sup>st</sup> July 2021.
- 38.2 It was PROPOSED Cllr Bird and seconded Cllr Lilley that Melissa McGeary be co-opted to the Council. AGREED. Cllr McGeary signed a declaration of acceptance of office and joined the meeting.

**39. Declaration of Interest.**

Cllrs M Baker and P Eden are Trustees of the Town Hall Management Committee.

**40. To receive updates on matters not on the agenda.**

All items NOTED.

- 40.1 Tree Works. Update received from R Bell that works will be scheduled after September when the nesting season is over.
- 40.2 Brumstead Road streetlight. Still awaiting UK Power Networks invoice. The insurance company have confirmed they would like the full and final settlement in one submission
- 40.3 Station Noticeboard – Map. This is now in use for community notices and is working well.
- 40.4 Westcotec SAM 2 speed indicator. On order, update on delivery. The delivery/training session to be W/c 19<sup>th</sup> or 26<sup>th</sup> July.
- 40.5 Recreation Field – update on climbing frame removal. Cllr Lilley said this was scheduled shortly.
- 40.6 Millfield – Rotor Spinner removal – groundworks. Cllr Lilley/Hanton to complete shortly
- 40.7 Local Government Pension Fund- £606.08 refund not yet received.
- 40.8 Printer contract – to confirm this has been cancelled. Three months notice required. Anticipated collection date 20<sup>th</sup> September 2021.
- 40.9 Brambles outside School – confirmed that this order has been placed with NORSE by Highways and will be actioned over the School holidays.

#### **41. Public Participation and Reports.**

- 41.1 County Councillor Nigel Dixon. This was taken out of turn.
  - 41.1.1 Cllr Dixon had received communication from a resident concerning speed and safety issues on Field Road.
  - 41.1.2 A flooding incident has been reported on Upper Staithe Road, more details are needed. That area needs more work.
  - 41.1.3 Work for Wayford Bridge is now scheduled for 2022/23 as there have been issues – it is intended to keep one lane open whilst the works take place.
  - 41.1.4 The First school will be reported through to property services over concerns regarding the ongoing maintenance of the property.
- 41.2 A report was received from District Councillor Pauline Grove-Jones.
- 41.3 Parishioners addressed the Council regarding;
  - 41.3.1 Trees in the Parish – the Council was asked for clarity on the tree works being scheduled and the trees at the burial ground extension that had been felled.
  - 41.3.2 PF/21/1532 – A representative read a statement from the Stalham Area Business Forum objecting to the application.
  - 41.3.3 PF/21/1532 – A second member of the public expressed their objection to the application.

#### **42. Town Planning**

- 42.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.
  - 6.1.1. PF/21/1686 – Shrublands, Brumstead Road, Stalham, Norfolk, NR12 9DQ. Single storey extension to rear; pitched roof to replace flat roof over garage: external alterations. It was PROPOSED Cllr Bird and seconded Cllr Toone that no objection or comment to be sent. AGREED
  - 6.1.2 PF/21/1744 – Forge Cottage, Upper Staithe Road, Stalham, Norfolk, NR12 9AX. Conversion of detached double garage and external alterations to form a one bed holiday let. It was PROPOSED Cllr Toone and seconded Cllr Bird that no objection or comment be sent. AGREED
  - 6.1.3 PF/21/1532 – Land North East of, Yarmouth Road, Stalham, Norfolk. Extra care development of 62 independent one and two bedroom flats, with secured landscaped communal gardens, associated visitor and staff car and cycle parking, external stores and a new vehicular access onto Yarmouth Road. It was PROPOSED Cllr M Baker and seconded Cllr N Baverstock that the Council OBJECT to this application.
- 42.2 To receive notification of Planning decisions taken by North Norfolk District Council and the Broads Authority:
  - None.
- 42.3 RECEIVED the outcome of Appeal to Planning Inspectorate:
  - PF/20/1073 – Land at Lucinda House, Moor Lane, The Green, Stalham, NR12 9QD. Single Storey detached dwelling and garage. Appeal Dismissed.
- 42.4 Neighbourhood Plan.
  - 42.4.1 NOTED that a presentation from NNDC was made on the 23<sup>rd</sup> June.
  - 42.4.2 NOTED that a presentation from Collective Community Planning will take place on 14<sup>th</sup> July at 7.30pm via ZOOM.

County Councillor Nigel Dixon joined the meeting and item 41.1 was taken at this point.

#### **43 Chairman's Announcements.**

None.

**44 Correspondence & Consultations.**

Email	Norwich Western Link	Notification of award of contract to Ferrovial Construction	Noted.
Emails	Parishioners	Bee Orchids – Highways cutting of verge.	Noted.

**45 General Purposes Committee.**

- 45.1. Minutes from meeting Monday 28<sup>th</sup> June 2021 will be circulated shortly.
- 45.2 To consider any recommendations;
- 45.2.1 To consider delegated authority for verge cutting. Cllr Hanton to provide clerk with map of suggested verges.
- 45.2.2 Burial Ground Extension – Design companies approached, one quote received two more necessary. Funding to be made available from EMR election and salary.
- 45.2.3 Churchyard gates to be ordered – clerk to send written order.

**46 Market Towns Initiative.**

- 10.1. Update on Ramps – Cllr Baverstock has list now to be ordered. Town Hall not to have additional ramp. To be emailed to Clerk to enable ordering.
- 10.2 The Firehouse Museum website is now live at:  
[www.stalhamfirehousemuseum.info](http://www.stalhamfirehousemuseum.info) Noted.

**47 Administrative Matters.**

- 47.1 Parish Online. Cllr S Toone and the clerk are attending training. Introductory meeting to be held for all councilors. Cllr Toone.
- 47.2 Burial Extension – to consider instructing clerk to obtain design quotations for extension.
- 47.3 To note that there is currently no Chair for the Leisure Committee. It was AGREED that the Chair be elected at the next Leisure Committee meeting.
- 47.4 It was AGREED that Cllr Toone attend ‘Chairperson Training Course’ with NALC when available.

**48 Financial.**

- 48.1 To receive Bank Reconciliation. NOTED that there have been issues obtaining the bank statements. Budgets were reviewed. The current bank balances are:
- |                  |                   |
|------------------|-------------------|
| Nationwide       | £25,000.00        |
| Natwest Business | £12,630.45        |
| Natwest Current  | £17,452.39        |
| Unity            | £27,112.55        |
| <b>BALANCE</b>   | <b>£82,195.39</b> |
- 48.2 Payments and Receipts as presented were AGREED. PROPOSED Cllr Toone, seconded Cllr Baker.
- 48.3 It was RESOLVED to approve 24 months internet/telephone connection for the Town Hall, anticipated to be £34.95/month. Grants still being investigated. North Norfolk Sustainable Communities Fund suggested by Norfolk Community Foundation.
- 48.4 NOTED that the previous Clerk is attending the bank with Mrs Hunt on Wednesday 14<sup>th</sup> July to remove her name from the account.
- 48.5 It was AGREED to appoint Mrs Catherine Moore as the Internal Auditor for 2021/22.

48.6 It was AGREED to cancel the CGM contract with three months' notice (contract expires November 2021) and go out to tender. Tender schedule to be reviewed.

48.7 NOTED that the Highways Parish Partnership scheme will be repeated for 2022/23. Next Agenda.

**49 Highways Matters.**

49.1 To receive any update on the Upper Staithe Road drainage/flooding concerns. Detailed with the report given by County Councillor N Dixon.

**50. Recreation Ground.**

50.1 It was RESOLVED to allow expenditure for Skate Park Ramp repairs on behalf of Charity up to £1,000 delegated spend to Clerk/Cllr Gelinas. PROPOSED Cllr Toone, seconded Cllr Bayes.

**51. Other Matters.**

51.1 To consider any activities/beacon for the Queens Platinum Jubilee. No events currently planned. Leisure committee to discuss.

**52. Matters for reporting or future agenda**

To review allotment fees for 2021/22.

Noted that the Community Fridge is opening.

**53. Dates of next meetings:**

Leisure. Monday 26<sup>th</sup> July at 7.30pm. Town Hall.

General Purposes. Monday August 2<sup>nd</sup> at 7.00pm. Town Hall.

Full Council – 9<sup>th</sup> August at 7pm. Town Hall

In accordance with the Public Bodies (admission to Meetings) Act 1960 the public and press were excluded during consideration of the following items due to their confidential nature.

**54. Staithe**

The meeting received an update following the most recent site meeting.

The meeting closed at 8.49pm.

Eon	Streetlight Unmetered supply July	346.66	69.33	415.99
Cozens	June Maintenance charge – s/lights	225.00	45.00	270.00
CGM	July Grounds Maintenance	433.20	86.64	519.84
C T Baker	Screws/board – Millside	19.26	3.85	23.11
Eon	Town Hall electricity			43.78
S Jackman	Firehouse Website (MTI) Plus support	190.00		190.00
Viking Direct	Stationery	33.92	6.78	40.70
Andy Man	Millside Repair/Maintenance	275.00		275.00
Salaries	July	2797.86		2797.86