



Minutes of the Meeting of the Town Council

held on Tuesday 14th June 2021 at 7.00pm in the Town Hall, Stalham.

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

Clerk: Sarah Hunt

County Councillor Nigel Dixon was present.

20. Minutes.

The Full Council minutes of 4th May 2021 were AGREED as a true and correct record of the meeting.

21. Apologies and Co-option.

- 21.1 Apologies were received from Cllrs Baverstock, Gelinias, McWilliams, Morgan.
- 21.2 To note that the Council may now co-opt to fill the vacancy. The post has been advertised.

22. Declaration of Interest.

Cllrs Baker and Eden are Trustees of the Town Hall Management Charity.

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

No decisions may be taken under this item.

- 23.1 Registration of land in front of Staithe House. Ongoing, to be brought back when additional information.
- 23.2 Tree Works. No update received from R Bell.
- 23.3 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
- 23.4 Millside Play Area – now open.
- 23.5 Station Noticeboard – Map. Cllr Morgan has this in hand.
- 23.6 Parish Online - this has been taken out with BHIB Insurance.
- 23.7 Noted that Wicksteed order has been placed.
- 23.8 Information Hub at Museum/Staithe. Cllr H Morgan to update at next meeting.

24. Public Participation and Reports.

24.1 County Councillor Nigel Dixon reported:

That the first school buildings are in use by the academy as a training and development facility. To be followed up in 2022.

Upper Staithe Road has ongoing difficulties including blocking of roadway drainage by surface washout. Highways have been asked to address this urgently in case localised flooding.

Cllr Dixon is up to date with the staithe issues.

The application at 1 Calpole Close has been investigated by Cllr Dixon, The County Council is involved in funding of the project, but not delivery or development. The project is currently 'under review, all concerns raised will be taken into consideration'.

With the recent Floodline identification of areas at risk Stalham has not been named as an area at risk of residential properties being flooded.

Mr Dixon was asked about verge cutting as there are many uncut verges currently.
CLERK to investigate devolved responsibilities.

County Councillor Nigel Dixon left the meeting.

24.2 A report from District Councillor Pauline Grove-Jones had been circulated prior to the meeting.

24.3 Police – A report from the Police had been circulated prior to the meeting.

24.4 No members of the public were present.

25. Town Planning

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

6.1.1. PF/21/1312 – 39 Rivermead, Stalham, NR12 9PH. Replacement porch to front of bungalow. No objection to be made.

6.1.2 PF/21/1393 – St Margarets, Brumstead Rd, NR12 9DF. Proposed swimming pool building. It was AGREED to object to this application: A commercial business is run from this property, if this is for commercial use then there will be increased traffic movements. This is a narrow roadway with on road parking already an issue. It is in front of the building line.

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

None.

25.3 The meeting considered investigating undertaking a Neighbourhood Plan.

25.3.1 To consider a training session from Rachel Leggett at a cost of £150.00.
July meeting.

25.3.2 To consider dates for a presentation from Iain Withington of NNDC.
Agreed to meet on 23rd June at 7pm via ZOOM.

25.3.3 It was AGREED to arrange a presentation from Collective Community Planning.

26. Chairman's Announcements.

None.

27. Correspondence & Consultations.

Email	Vattenfall	Norfolk Community Fund	Noted.
Email	NNDC	Bicycle Pop Up Station Car Park – 10 th July 2021	This was welcomed.
Email	NNDC	Local Plan – North Walsham West	Noted.
Email	SABF	Vintage St Market planned 15.8.21 including road closure	Noted.
Email	SABF	Norfolk Day – 27 th July.	No activities planned.

28. Leisure Committee.

28.1. The minutes from meeting Monday 24th May 2021 were RECEIVED.

28.2 To consider any recommendations;

28.2.1 Removal of climbing frame U8's Recreation Field. Cllr Lilley and Cllr Hanton to progress.

28.2.2 Erection of board to close space by gateway Millside. Cllr Lilley undertaking.

28.2.4 Rotor Spinner removed at Millside. Ground needs levelling. Cllr Hanton.

29. Market Towns Initiative.

- 29.1. Update on Ramps – Cllrs Baverstock/Gelinas are not available. Cllr Green and the Clerk to contact Cllr Baverstock and Gelinas and establish what is needed to take this forward. To next meeting.
- 29.2 To receive confirmation the Fire Station website is going to be live shortly. The paper documents are almost ready for printing. An electrician has been retained to put in new lighting.

The Council Chairman reminded Councillors that they receive all correspondence through the Clerk in confidence. They are not to contact any originators directly, but if they have comment need to feed back to the Clerk who will act on behalf of the Council in all matters.

30. Administrative Matters.

- 30.1 Parish Online – update on dates for presentation. Cllr S Toone confirmed that the projector and screen are operational. Date to be chosen for presentation.
- 30.2 Burial Extension – It was AGREED that the Clerk obtain quotations for Companies to undertake a design for the extension.
- 30.3 Noted the year end has been submitted to the Local Government Pension Fund and passed checks. A refund of £606.08 is still due.
- 30.4 The meeting considered whether to investigate streaming Council meetings via ZOOM or similar whilst meeting in person. In principle Councillors felt this a positive move, costs to be investigated (Cllr Toone), grants to be sought if possible for internet connection at the Town Hall (Clerk).
- 30.5 It was AGREED to adopt and agree to abide by the newly updated Code of Conduct.
- 30.6 Suitable locations for bicycle racks following request from Norfolk Co Co. Clerk to ask Business Forum.
- 30.7 To confirm that the Council has received one year's free Parish Online membership through BHIB.
- 30.8 It was RESOLVED to have the Parish Council minutes 2003 – 2014 bound at £35.00/book and deposited at the Archive Centre. PROPOSED Cllr Bayes, seconded Cllr Hanton.

31 Financial.

- 31.1 Bank Reconciliation to be circulated by Clerk.
- 31.2 Payments and Receipts were AGREED as presented, PROPOSED Cllr Bird, seconded Cllr Baker.
- 31.3 It was RESOLVED to return of V E Day grant of £301.00. PROPOSED Cllr Bayes and seconded Cllr Toone.
- 31.4 Confirmed that £20,000 of S106 money is available for Town Hall works. This to be spent before 21.04.2031 (within 10 years). Any further S106 money available is being investigated.
- 31.5 Noted that Column 4 Ingham Road was damaged. Suspected lorry damage. A replacement lantern has been ordered at a cost of £395.00.
- 31.6 Noted that Column 7 Ingham Road was burnt out. A replacement lantern has been ordered at a cost of £395.00.

- 31.7 Noted that the SAM 2 camera has been ordered. Anticipated delivery 6 weeks. Norfolk County Council refund 50% of the purchase cost to the Town Council.
- 31.8 It was RESOLVED to give authority to the Responsible Financial Officer for funds to be transferred from the Town Council Natwest account to Unity as necessary to cover payments. PROPOSED Cllr Bayes, seconded Cllr Toone.
- 31.9 The General Reserves Policy was RECEIVED and ADOPTED.
- 31.10 The Internal Audit report was RECEIVED. Clerk to obtain quotation for fireproof storage for burial records.
- 31.11 End of year AGAR.
- 31.11.1 The meeting RECEIVED the Internal Audit page.
- 31.11.2 AGAR Section 1 – Annual Governance statement was AGREED. PROPOSED Cllr Bird, seconded Cllr Baker.
- 31.11.3 AGAR Section 2 – Accounting statement was AGREED. PROPOSED Cllr Toone, seconded Cllr Green.
- 31.11.4 Noted that the exercise of public rights will run from 16th June 2021 to 29th July 2021.
- 31.11.5 The meeting RECEIVED the list of variances.
- 31.12 It was RESOLVED to cancel the printer contract. PROPOSED Cllr Baker, seconded Cllr Green.
- 32 Highways Matters.**
Local footpaths are very overgrown. There are brambles on the Green outside the school. Upper Staithe Road Crossing overgrown.
- 33. Town Hall Report.**
An update on completed works was given by Cllr M Baker.
- 34. Matters for reporting or future agenda**
New Code of Conduct.
- 35. Dates of next meetings:**
Trustee Meeting – Wednesday 30th June 2021 7pm via ZOOM.
Neighbourhood Plan presentation NNDC – Wednesday 23rd June 7pm via ZOOM.
General Purposes – 28th June at 7pm. Town Hall
Full Council – 12th July at 7pm. Town Hall
General Purposes August meeting cancelled from 23rd and moved to 2nd.

It was RESOLVED that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

36. Staithe

- It was AGREED to register a claim with the insurance.
It was AGREED to instruct Mr Wilkins to undertake a survey as quoted.

Payee	Supply	Nett	VAT	Total
eon	Town Hall electricity - estimate	£57.92	£2.90	£60.82
eon	streetlights - May	£418.25		£418.25
eon	streetlights - June	£432.19		£432.19
cozens	April maintenance	£225.00	£45.00	£270.00
eon	Town Hall electricity - estimate	£61.55	£3.08	£64.63
CGM	Grounds Maintenance - June	£433.30	£86.64	£519.84
	WIX refund for Fire Station			
Kaye McKinnon	website - Firehouse	£172.80		£172.80
Tenant.	Allotment deposit refund	£25.00		£25.00
westcotec	SAM2 Unit	£3,328.00	£665.60	£3,993.60
North Norfolk Distr Co	Burial Ground bin collection	£357.50		£357.50
	treasury tags, homeworking and			
Sarah Hunt expenses	postage	£68.49	£0.50	£94.99
Data Protection	Registration fee	£40.00		£40.00
Norfolk alc	training - Planning	£30.00	£6.00	£36.00
Netbox Digital	printer hire (17.5.21 to 16.8.21)	£119.79	£23.96	£143.75
Cozens UK Ltd	New LED lights Ingham Road	£790.00	£158.00	£948.00
CGM Group	Spray weedkiller - burial ground	£15.00		£15.00
Daves Skip Hire	skip hire - churchyard	£480.00		£480.00
Cozens	May maintenance	£225.00	£45.00	£270.00
catherine moore	internal auditor	£225.00		£225.00
Salaries	June	£2,797.86		£2,797.86

The meeting closed at 8.47pm.