



Minutes of the **Amenities Committee Meeting of the Town Council**
held on Monday 25th October 2021 at 7.00pm
in The Town Hall, High Street, Stalham.

Present: Cllrs M Baker, N Baverstock, K Bayes, P Hanton, M Lilley, M McGeary, S Toone (chair).
Clerk: Mrs S Hunt

1. Minutes.

The minutes of the meeting held 2nd August 2021 were **AGREED** as a true and correct record and signed by the Chair.

2. Apologies.

Apologies were received and accepted from:

Cllr C Gelinias – alternative commitment. Cllr M Green – family commitment. Cllr P Eden – family commitment. Cllr M Taylor – work commitment.

3. Declarations of Interest.

Cllr M Baker reminded the meeting she remains a Trustee of the Town Hall Charity.

4. Updates on Matters not on the agenda.

4.1 Highways Meeting- Drainage Allotment/Staithe Area. No date set.

4.2 Hardcore Application to Allotment Roadway. Cllr Toone reported that the current application is insufficient and a better alternative should be sought.

4.3 Replacement of gate on closed churchyard on Campingfield Lane with Wrought Iron Gate. Faculty approved. Not likely to be completed before the end of 2021.

4.4 Pond – update on works completed. See Item 14.

4.5 Gritting Box on Portalfields. This has been part-filled by Cllr Toone.

5. Public Participation.

None present.

6. Town Planning.

6.1 Applications. None.

6.2 Decisions. None.

7. Highways and Footpaths.

7.1 Highways – Cllr Toone reported that most tickets outstanding were hedges and verges. The new system is working well.

7.2 Footpaths – FP6 will be cut shortly by volunteers. All other footpaths are currently in good condition.

7.3 It was **RESOLVED** to recommend a feasibility study at the A149 crossing to full Council at a cost of up to £3,500. It was **NOTED** that County Councillor N Dixon has offered to contribute £1,500 to facilitate the £5,000 chargeable by Highways. £This to include Mill Road. **PROPOSED** Cllr Lilley, seconded Cllr Hanton.

8. Burial Ground.

8.1 The quotations for the extension of the Burial Ground were considered. It was **RESOLVED** to recommend CDS to full Council at a cost of £2,450.00. **PROPOSED** Cllr Toone, seconded Cllr Bayes.

8.2 Noted the current area in use is not consecrated.

- 8.3 The 12 replacement tree locations have been agreed with the Tree Warden and are due to be installed on the 29th November. Council awaiting notification if utility location is necessary from Target Trees.
- 8.4 Noted that R Bell Treeworks has landscaping/groundworks that remain outstanding. Clerk to ascertain what works remain on order.
- 8.5 NOTED that the pest controller has attended site and removed two moles.
- 9. Allotments.**
- 9.1 The occupancy following renewals is not yet confirmed. Invoices have only just been actioned.
- 9.2 It was RESOLVED to recommend to full Council the Pest Control quotation of £1,610.00 for the first year to include the purchase of traps rather than rodenticide. Proposed Cllr Toone, seconded Cllr Bayes.
- 10. Streetlights.**
- 10.1 The annual Streetlight report from Cozens Ltd remains outstanding.
- 10.2 It was RESOLVED to recommend that four streetlights be replaced in 2022/23 (cost of 4 lights £6,780.00). Being the last four on Yarmouth Road. PROPOSED Cllr Bayes, seconded Cllr Toone.
- 11. Closed Cemetery and Churchyard.**
- 11.1 Closed Cemetery Works. The closed cemeteries are looking very good following volunteer/councillor working parties. Work to continue.
- 11.2 No quotations for removal of the Conifer stand have yet been received. Next meeting.
- 11.3 Cllr Bayes to discuss with church representatives the Memorial services for this November and also vehicular access to the closed churchyard.
- 12. Town Hall.**
- 12.1 NOTED the handover date of 8th December to the Town Council of the building. Anticipated annual running costs of £7,000.00. Bookings to mirror Poppy Centre if possible, utilising same staff. Councillors to volunteer for two week rota'd key holding duties – two councillors at a time to allow for absence. Clerk to obtain quotations for bi-weekly cleaning from contract cleaners.
- 12.2 Clerk instructed to obtain quotations for an asbestos survey and also investigate alternative heating systems.
- 13. Play Area - Millside.**
- 13.1 NOTED that Playground Inspections should only be undertaken by volunteers who have completed training – It was RESOLVED that Cllrs N Baverstock and M McGeary undertake training at £68.50/person. Councillors not in attendance to be invited to undertake the training, in order to ensure that adequate provision was in place. PROPOSED cllr Bayes, seconded Cllr Hanton.
- 13.2 Millside – noted that the entrance pathway to the play area is owned by Highways – inspection ordered of condition of path. NOTED That the permission for a bollard is unlikely to be given.
- 13.3 The Council was grateful to receive offer of assistance from a resident to support a refurbishment of the play equipment. Cllr M McGeary/Asst. Clerk L Dawson to lead on this and contact the resident. Area to be designated as Under 11 equipment.
- 14. Pond.**
- 14.1 Confirmed that works took place as scheduled 13th October 2021.
- 14.2 It was RESOLVED that the Clerk should arrange for removal of cuttings and reeds. PROPOSED Cllr Lilley, seconded Cllr McGeary.
- 14.3 It was RESOLVED to agree annual clearance and also to instruct attendance for Autumn 2021 if possible. PROPOSED Cllr Bayes, seconded Cllr Hanton.
- 15. Staithe.**

15.1 NOTED the report has been received in draft form and has now been revised for accuracy. This will be shared with Amis Piling by the Clerk initially.

15.2 The BA response concerning dredging in the Staithe area was received. The meeting noted that the piled area may be dredged to an increased depth in due course.

16. Groundworks.

16.1 To consider cutting schedule – Next meeting, Monday 1st November.

16.2 It was RESOLVED to request delegated authority to cut the grass highways verges for 2022/23 and to consider this within the budget. PROPOSED Cllr Bayes, seconded Cllr Hanton.

17. Budget.

17.1 To review budget to date (2021/22) and Ear Marked Reserves. Next Meeting Monday 1st November 2021

17.2 To review budget for 2022/23 and set recommendations to full Council. Next Meeting Monday 1st November 2021.

18. Matters for reporting or future agenda.

Queen's Platinum Jubilee weekend – Beacon? Event? To Trustees.

Drainage Ditch at the back of the picnic area.

Allotment roadway.

Trustee Meeting – Monday 1st November ZOOM

Next Meeting of full Council – 8th November, Town Hall, 7pm.

Finance Committee – Tuesday 16th November, Town Hall, 7pm.

RECOMMENDATIONS:

1. That Council commission a feasibility study at a cost of up to £3,500 on the A149 crossing. This to include Mill Road.
2. That Council commission CDS to undertake the burial extension concept design at a cost of £2,450.00.
3. That the Pest Control quotation for the allotments be approved at a cost of £1,610.00 for the first year.
4. That four streetlights be replaced during 2022/23 – being the four remaining concrete posts on Yarmouth Road – at a cost of £6,780.00

The meeting closed at 9.04pm.