



Minutes of a Meeting of the Town Council
held on Monday 9th August 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, S Toone.

One member of the public was present.
Clerk: Mrs Sarah Hunt

55. Minutes.

The Full Council minutes of 12th July 2021 were AGREED as a true and correct record and signed by the chair.

56. Apologies.

- 56.1 Cllr P Hanton – alternative commitment. Cllr C Gelinas – unavailable.
- 56.2 The meeting NOTED the passing of Cllr Rob McWilliams who will be much missed by all on the Town Council. The advertisement for the Notice of Vacancy has been displayed with a closing date of 26th August 2021.
- 56.3 To note that no election has been called following the resignation of H Morgan and Council is now free to co-opt,

57. Declaration of Interest.

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

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

- 58.1 Tree Works. Scheduled for the Autumn.
- 58.2 Brumstead Road streetlight. Still awaiting UK Power Networks invoice.
- 58.3 Westcotec SAM 2 speed indicator. On order. To agree a date and time (after 10.30am) for the delivery/training session. Padlocks obtained.
- 58.4 Recreation Field – update on climbing frame removal. This is no longer going ahead and alternative solutions are being investigated. Cllrs Lilley/Hanton undertaking.
- 58.5 Millfield – Rotor Spinner removal – some material still to be removed – site to be topped up with topsoil. Cllr Lilley/Bayes undertaking.
- 58.6 Printer contract – Confirmed this has been cancelled. Three months notice required. Invoice received by Clerk and recommendation that this is paid and printer removed.
- 58.7 Disability Ramps – Confirmed that the Clerk still awaits order list from Cllr Bavestock. To be forwarded Tuesday 10th by Cllr Bavestock.
- 58.8 MTI – Noted the information board to be erected adjacent to the ‘Welcome’ sign has received planning permission and been delivered ready for installation.
- 58.9 Confirmed that the CGM contract has been cancelled.
- 58.10 Staithe Report – expected for 13th September meeting.
- 58.11 Minute archiving. Minutes at binders.

59. Public Participation and Reports.

- 59.1 County Councillor Nigel Dixon reported back with his investigations over the planning application for the supported living accommodation which has been submitted and replaces the previously earmarked Commercial land off Yarmouth Road. The Clerk was asked to write once again to NNDC Planning to stress the concerns the Town Council have and to copy in District Councillors. Mr Dixon and the Town Council members expressed concern that the Town Council had not been consulted prior to the receipt of the Planning Application.
- 59.2 Apologies were received from District Councillor Pauline Grove-Jones.
- 59.3 Police - apologies.
- 59.4 Members of the public. None present.

60. Town Planning

- 60.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.
 - 60.1.1. PO/21/1912 – Railway Mews, High Street, Stalham, Norfolk. Erection of 9 dwellings comprising 5 No. two-storey, three-bedroom dwellings and four No. two-bedroomed bungalows (outline with details of access, layout and scale. Details of appearance and landscaping reserved). No objection or comment.
 - 60.1.2 PF/21/2000 – 92 High Street, Stalham, Norfolk, NR12 9AU. Change of use from café (previously Class A3) to a tanning salon (previously sui generis) (retrospective). No objection or comment..
- 60.2 To receive notification of Planning decisions taken by North Norfolk District Council and the Broads Authority:
 - 60.2.1 ADV/21/1000 – Town Sign, High Street, Stalham. Display of non-illuminated town information panel on raised lecturn on verge at entrance to High Street adjacent to approved welcome sign. CONSENT.
- 60.3 Broads Authority –draft Marketing and Viability Guide, no response to be sent.
- 60.4 Neighbourhood Plan.
NOTED that a presentation from Collective Community Planning took place on 14th July at 7.30pm via ZOOM.
- 60.5 The meeting considered the next steps:
 - 60.5.1 It was RESOLVED to designated the Parish Area as the Neighbourhood Area and submit this to both NNDC and Broads Authority.
 - 60.5.2 Clerk to obtain three quotations for Consultant Services to work alongside the Town Council.
 - 60.5.3 Clerk to attend Business Forum and notify members of the possibility of a neighbourhood plan and see if there is any interest from members.
 - 60.5.4 Clerk and Cllr K Bayes (nominated lead on Neighbourhood Plan) to arrange a public meeting in due course to begin public involvement. It was AGREED to publish an article in the local Newspaper to support this.

61 Correspondence & Consultations.

Email	Norfolk alc	Share certificate issues	Noted
Email (1)	Cllr Dixon	Independent Living Application	Noted
Email (2)	Cllr Dixon	Independent Living Application	Noted
Email	Norfolk Water managem.	Draft Flood Investigation report	Noted
Email	Broads Authority	Res. Mooring Guide Adopted	Noted
Email	EAAA	Offer – CPR Training	Info requested.

62 General Purposes Committee.

62.1. The minutes from meeting Monday 2nd August 2021 were RECEIVED. Cllr Toone gave an update on all outstanding matters to the meeting.

63. Current Committee Structure.

The current structure was reviewed and the following AGREED moving forwards:

Finance Committee – Cllr P Eden (chair), Cllr S Toone (GDPR), Cllr M Lilley, Cllr J Bird, Cllr K Bayes

.Amenities Committee – previously GP – Cllr S Toone (chair), all councillors to be attending/voting members.

Town Hall Committee – to be all Councillors when returned. Chair to be elected by committee.

Neighbourhood Plan – Cllr K Bayes (lead), Cllr S Toone. Other Councillors to join at will.

Staffing – Day to day communication and staff line management. No delegated powers: Cllr P Eden, Cllr K Bayes, Cllr S Toone.

Recreation Ground Trustees – Chair Cllr P Eden, all Councillors.

Terms of reference to be reviewed for all committees.

64. Administrative Matters.

64.1 Parish Online –presentation/workshop to take place at the Town Hall on Tuesday 21st September 2021 at 7pm.

64.2 It was CONFIRMED that the Red Ensign will be flown on 3rd September 2021.

65 Financial.

65.1 On hand bank reconciliation:

Current A/c	8,424.76	(cheques to the value of 6752.44)
Natwest Reserve	12,630.55	
Unity Bank	37,024.14	
Nationwide	25,000.00	
Total of unreconciled balances		£81,407.13

It was RESOLVED to transfer £10,000 from the business reserve account to the current account. PROPOSED Cllr Bayes, seconded Cllr Toone.

An up to date Budget was presented to all councillors.

65.2 It was AGREED to order skate park repair materials at a cost of £1,430 for board and £130.68 for rivets. AGREED an incidental budget of £250.00 delegated to Clerk/Cllr Gelinias. PROPOSED Cllr Toone, seconded Cllr Bayes.

65.3 Noted CGM Bracken Spraying invoice £33.00 is in dispute. Authority was delegated to issue approval of payment to Clerk/Chair once work is satisfactorily completed. PROPOSED Cllr Toone, seconded Cllr Baker.

65.4 It was RESOLVED to make Payments and Receipts were noted as presented. PROPOSED Cllr Baker, seconded Cllr Green. The donation to the Nancy Oldfield Trust in the name of Cllr R McWilliams was AGREED at £100.00.

65.5 NOTED that the previous Clerk attended the bank with Mrs Hunt on Wednesday 14th July to remove her name from the account and this was not possible. Mandate completed and sent.

65.6 Signatories on all accounts were reviewed:

Current signatories:

Unity: P Eden, C Gelinias, M Lilley, R McWilliams.

Natwest: P Eden, C Gelinias, M Lilley – Application submitted to remove R McWilliams as signatory and S Wellerd as contact, adding S Hunt as administrator.

Nationwide: P Eden, M Lilley, C Gelinias, S Thomas, R McWilliams.

It was RESOLVED:

Unity – remove R McWilliams and S Thomas, add Cllr Steven Toone.

Natwest – add M McGear

Nationwide – remove S Thomas and R McWilliams, add S Toone.

PROPOSED Cllr Baverstock, seconded Cllr Green.

- 65.7 It was RESOLVED to apply for a Unity Corporate Multipay Card. £50.00 set up fee. £3.00/monthly charge. Limit to be £1,000 monthly, one card issued only to Clerk. PROPOSED Cllr Toone, seconded Cllr Baverstock.
- 65.8 It was RESOLVED that the bolt covers could be purchased to improve safety on the climbing dome at the recreation field to a cost of £150.00 delegated to Cllr Lilley/Clerk. PROPOSED Cllr Eden, seconded Cllr Lilley.

66 Highways Matters.

The meeting discussed any suitable applications for Highways 50/50 funding. A suggestion was to improve the crossing point between the Staithe and town on the A149.

67. Town Hall

The meeting received an up date on the handing back of the building from Cllr M Baker. This transition will take place before the end of the year. The Council AGREED that a committee would be set up to take over responsibility and that all Councillors would be members initially, with this reviewed at a later date when more was known concerning the workloads and management.

68. Matters for reporting or future agenda

To review allotment fees for 2021/22 when grass cutting/pest control figures available.

14. Dates of next meetings:

Full Council – 13th September at 7pm. Town Hall

Parish Online presentation – Tuesday 21st at 7pm. Town Hall.

Trustees – 27th September at 7pm, Town Hall. BUDGET SETTING MEETING.

The meeting closed at 8.50pm.



Payments August 9th Meeting.

eon	Town hall	£54.14	£2.71	£56.85
eon	streetlights	£358.22	£71.64	£429.86
fitzpatrick woolmer	information board (welcome) MTI	£1,171.00	£234.20	£1,405.20
NNDC	dog bin emptying	£1,645.75	£329.15	£1,974.90
Nancy Oldfield Trust	Donation in memorium	£100.00		£100.00
shaw & Sons	Receipt books - burial ground	£40.39	£8.08	£48.47
Wave	Town Hall - water	£107.78	£7.98	£115.76
S J Hunt	refund padlocks (SAM 2)	£28.07	£5.61	£33.68
	land registry	£6.00		£6.00
	moonpig	£4.41		£4.14
cozens	emergency callout	£105.00	£21.00	£126.00
cozens	July maintenance	£225.00	£45.00	£270.00
nicholsons	Ear Plugs/gloves/strimmer head	£37.39	£7.48	£44.87
Garden Guardian	Grass cutting rec. (2415/year)	£1,380.28	£276.06	£1,656.34
surface matters	Skatepark surfacing	£1,430.00	£286.00	£1,716.00
Tracey Woolsey	refund rivets skatepark	£130.68		£130.68
netbox digital	Final printer hire	£239.58	£47.92	£287.50
Salaries	August	2823.86		2823.86
				£11,230.11