



**Minutes of a Meeting of Stalham Town Council** held on Monday 11<sup>th</sup> October 2021 at 7.00pm  
in The Town Hall, High Street, Stalham.

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

Clerk: Mrs S Hunt.

One member of the public, District Councillor Grove Jones and PC Tom Gibbs.

**86. Minutes.**

The Full Council minutes dated 13th September 2021 were **AGREED** as a true and correct record and signed by the Chair.

**87. Apologies.**

Apologies were received from Cllrs J Bird, P Eden, C Gelinias, M Green, M Taylor.

**88. Declaration of Interest.**

Councillor Maggie Baker reminded the meeting that she was a Trustee for the Town Hall charity.

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

- 89.1 Tree Works. Now scheduled for November.
- 89.2 Planting of replacement burial trees (12) scheduled for 29<sup>th</sup> November.
- 89.3 Brumstead Road streetlight. Request sent to process Insurance Claim without UKPN Invoice.
- 89.4 Millfield – Rotor Spinner removal – groundworks – topsoil to be placed this week.
- 89.5 Minute archiving. To be deposited at Archive Centre 22<sup>nd</sup> October.
- 89.6 Skatepark Working Party. Should re-open by the end of October.
- 89.7 No Dogs Sign – recreation field – received.
- 89.8 U8's roundabout – bearings on order.
- 89.9 Defibrillator training. Tuesday 30<sup>th</sup> November – 2 groups of 6 people attending for 50 minutes/group agreed in principle.
- 89.10 Unity Pay Card. In hand.
- 89.11 Staithe Report. Clerk reviewing draft report with Surveyor via ZOOM on 13<sup>th</sup> October 2021.

**90. Public Participation and Reports.**

- 90.1 District Councillor Pauline Grove-Jones remarked on the excellent painting of the Town Hall. Discussed Planning matters, in particular the new development on land north of Great Yarmouth Road. The clerk reported that no response had been received from Planning at North Norfolk District Council with regard to their correspondence concerning the current applications. Concerns were expressed over the banking of the site adjacent to Upper Staithe Road, and potential future flooding/drain blocking issues.
- 90.2 P C Tom Gibbs attended the meeting and reported that road safety was currently a priority on Yarmouth Road and in Sutton. It has been reported that E Scooters are being used in the Town and they will be confiscated if they are witnessed by visiting Police.
- 90.3 The Street Events Committee has offered to donate a bench to be installed on the Recreation Ground.

**91. Town Planning**

- 91.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.
  - 91.1.1 BA/2021/0233/FUL – Land to the Rear Of, Staithe Cottages, The Staithe, Stalham. Three bedroom detached bungalow. No comment to be sent.
  - 91.1.2 PO/21/2534 – Conifers, Yarmouth Road, Stalham, NR12 9PQ. Two single story detached dwellings with access road (outline with all matters reserved). No comment to be made.
  - 91.1.3 PF/21/2635 – 1 Staithe Gardens, Stalham, Norfolk, NR12 9FY. Conservatory extension to rear of house. No comment to be sent.
- 91.2 To receive notification of Planning decisions taken by North Norfolk District Council and the Broads Authority:
  - 91.2.1 BA/2021/0350/TCAA – Utopia, Utopia Way, Mill Road, Stalham. T1 & T2 Alder – Fell. No Objection.
  - 91.2.2 PO/21/1912 – Railway Mews, High St, Stalham. 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 & Landscaping reserved). WITHDRAWN.
- 91.3 PF/21/2021 – Land North East of Yarmouth Road, Stalham. A new residential development of 43 affordable houses comprising 22 affordable/shared ownership houses and one block of 21 affordable flats, with associated landscaping, infrastructure and access. Noted that no response has been received addressing concerns raised by the Town Council and the call for a public meeting from the Planning Department at NNDC.
- 91.4 Neighbourhood Plan.
  - 91.4.1 Public meeting is 19<sup>th</sup> October at 7pm, Town Hall.
  - 91.4.2 It was RESOLVED that £100 be allocated as an initial budget for refreshments for this and future meetings.
  - 91.4.3 To note the area of registration has been submitted to both the Broads Planning and also NNDC planning. Broads Planning have endorsed the area.

**92. Correspondence & Consultations.**

Email	St Mary's Church	Christmas Tree Festival	Cllrs Baker, Eden and Bayes.
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**93 Amenities Matters.**

- 93.1 It was RESOLVED to agree a budget of £200.00 to allow for grave marking. PROPOSED Cllr Hanton, seconded Cllr McGeary. CLLR TOONE/CLERK
- 93.3 It was RESOLVED to put the Poppy Centre forward for the installation of bicycle racks.
- 93.4 NOTED that the Stalham Pond Working Party will be onsite on the 13<sup>th</sup> October 2021.

**94 Administrative Matters.**

- 94.1 MTI Disability Ramps are now all ordered. It was confirmed that the Backpacks are with Cllr Baverstock and have not yet been issued. It was AGREED that the locations be approached and asked if they would be prepared to have photographs of the presentation to create a press release. CLLR BAVERSTOCK
- 94.2 It was AGREED for Cllr N Baverstock to attend Trustees Training with CAN on 1<sup>st</sup> December at a cost of £15.00.

- 94.3 To note that contact signs have been installed on the outside of the gates at Millside.
- 94.4 Memorial Token – It was AGREED that this be installed on the Town Hall.
- 94.5 The Social Media Policy was ADOPTED unchanged.
- 94.6 The meeting and committee dates as circulated for 2021/22 were AGREED.
- 94.7 It was RESOLVED to register the following with the Land Registry: The Burial Ground, Recreation Ground and Millside play area and to instruct a conveyancer/solicitor to work alongside the Clerk. PROPOSED Cllr Baverstock, seconded Cllr Toone.
- 95 Financial.**
- 95.1 Bank balances were circulated to the meeting showing an ‘in hand’ balance of £120,403.95.
- 95.2 It was RESOLVED to make a donation to The Priscilla Bacon Lodge Support Group in memory of Cllr Sonia Thomas to the value of £100.00. PROPOSED Cllr Bayes, seconded Cllr Lilley.
- 95.3 It was RESOLVED to make all payments and note receipts as presented. PROPOSED Cllr Baverstock, seconded Cllr Lilley.
- 95.4 External Audit – NOTED the return of the audit from PKF Littlejohn. No issues identified. Final documentation has been published to comply with statute on both noticeboards and the website.
- 96 Highways Matters.**
- 96.1 The meeting NOTED that all unrecorded footpaths and bridleways created before 1949 cannot be recorded after 1<sup>st</sup> January 2026. Definitive map to be circulated. Next Meeting.
- 97. Town Hall**
- 97.1 The building will be returned to the Town Council on 8<sup>th</sup> December 2021 following the Public meeting on 23<sup>rd</sup> November 2021, 7pm. Town Hall.
- 98. Allotments.**
- 98.1 The NALC Tenancy Agreement was AGREED as circulated. To be issued.
- 98.2 It was RESOLVED to increase the deposit payment to £100.00/plot for all new tenants.
- 98.3 It was RESOLVED to set the rates for 2021/22 at £30.00 for 100 square metre plots, with other plots being calculated accordingly. PROPOSED Cllr McGeary, seconded Cllr Bayes.
- 98.4 It was RESOLVED to bring the plots into cultivated condition prior to re-letting. PROPOSED Cllr Toone, seconded Cllr Lilley.
- 98.5 It was RESOLVED to accept the quotation of £490.00 for 7 cuts (April to October) by Garden Guardian. PROPOSED Cllr Toone, seconded Cllr Hanton.
- 99. Remembrance Day 2021.**
- 99.1 The invitation email from the school was considered and Cllrs Hanton, Toone, Bayes, Baverstock and McGeary volunteered.
- 99.2 It was AGREED to purchase a wreath, representative to attend church service if available.

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

Terms of reference to be reviewed for all committees.  
To review the grass cutting contract (Amenities)

**101. Dates of next meetings:**

Stalham Area Business Forum – 12<sup>th</sup> October 2021, 7pm ZOOM.  
Neighbourhood Plan public meeting 19<sup>th</sup> October 2021  
Amenities Committee – 25<sup>th</sup> October 2021  
SNAP Meeting – 2<sup>nd</sup> November, 6.30pm Poppy Centre  
Full Council – 8<sup>th</sup> November at 7pm. Town Hall  
Finance – 16<sup>th</sup> November at 7pm, Town Hall.  
Trustees of the Recreation Ground – 22<sup>nd</sup> November, 7pm ZOOM.

In accordance with the Public Bodies (admission to meetings) Act 1960 the chair of the meeting RESOLVED to exclude the press and public during consideration of the following item due to the confidential nature.

**102. Staffing.**

- 102.1 Current staffing needs were discussed and the emailed report considered. It was RESOLVED that Miss L Dawson be employed on an initial three-month contract, 15 hours/week as Assistant Town Clerk, all terms as Town Clerk, salary as recommended, appointment date 11<sup>th</sup> October 2021. To be reviewed by Staffing Committee at the end of three months. Recommendations to be brought back to Council. PROPOSED Cllr Toone, seconded Cllr Bayes.
- 102.2 To note that Clerks appraisal will take place during November (start date 1<sup>st</sup> November 2020). Date to be set. Cllrs Bayes/Eden/Toone.

Payments October 2021.

		Nett	VAT	TOTAL
Salaries	October payroll	£3625.93		£3,625.93
Sarah Hunt	Home allowance (paid prev.)	£26.00		£26.00
Community Heartbeat	replacement defib pads	£172.00	£34.40	£206.40
eon	Streetlight electricity October	£415.99		£415.99
Viking	stationery	£113.31	£8.69	£122.00
Century Printing	Neighbourhood plan leaflet	£122.00		£122.00
Town & Country	Distribution of leaflet	£58.80	£11.76	£70.56
PKF Littlejohn	external audit	£400.00	£80.00	£480.00
Westcotec	bluetooth data	£250.00	£50.00	£300.00
SLCC	membership	£234.00		£234.00
eon	Town Hall (estimated)	£38.91	£1.95	£40.86
CGM	Bracken Spraying	£27.50	£5.50	£33.00
CGM	August fees/oct	£866.40	£173.28	£1039.68
Cozens	Monthly fee/September	£225.00	£45.00	£270.00
Sarah Hunt reclaim	see over	£253.57	£21.35	£274.92
The Sign Shed	Disabled Ramp Signs	£31.01	£6.22	£37.23
				<b>£6,778.73</b>

Sarah Hunt Expenses:

Safety Signs	Dog Sign	£26.70	£5.34	£32.04
ALLSKING Ltd	Door Bells (MTI)	£63.28	£12.68	£75.96
Fastlanyard	Lanyards	£108.25		£108.25
ProDec	bolt covers	£38.68		£38.68
Amazon	cable	£16.66	£3.33	£19.99
		£253.57	£21.35	£274.92

The meeting closed at 8.52pm.