



7th September 2022

Dear Councillor,

Your attendance is required at the **Meeting of the Town Council** to be held on Monday 12th September 2022 at 7.00pm in The Town Hall, High Street, Stalham.

Members of the press and public are cordially invited.

Sarah Hunt

Sarah Hunt
Town Clerk

AGENDA

1 Apologies.

To receive and note apologies for absence.

To note there remains one vacancy on the Council – Council is free to Co-opt.

2 Minutes.

To approve the Full Council minutes dated 8th August 2022.

3 Declarations of Interest.

3.1 Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.

3.2 To consider any dispensation requests.

4 To receive updates on any matters not elsewhere on the agenda

4.1 Wall Plaque for Town Hall – in hand. Second visit to Archive necessary.

4.2 Registration of Public Right of Way – 32 evidence forms submitted to NCC.

4.3 Additional SAM2 site now active.

4.4 Community Resilience Plan. Ongoing.

4.5 Town Hall window repair update – Clerk.

4.6 Still awaiting police information for insurance claim on No/6 Yarmouth road street light.

4.7 Textile bank – to confirm the bank offered was identical to that in the car park.

Therefore, no bank was ordered.

4.8 Mayoral Chain – glass/enamel detailing in progress. Cllr R Hood.

4.9 Bicycle Racks at Picnic Area on Staithe – no dates yet available for installation.

4.10 September Newsletter has been printed.

4.11 Pond – Bure Valley Conservation Group to attend on 12/10/22.

4.12 Footpath Entrance, Campingfield Road work requested, awaiting response Highways.

4.13 Noticeboard backings update. Cllr S Toone.

4.14 Still awaiting response from NCC regarding bus stop at Stalham Green.

5 Public Participation and Reports.

5.1 County Councillor Nigel Dixon.

5.2 District Councillors: Pauline Grove-Jones and Matthew Taylor.

Town Clerk: Sarah Hunt

Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Tel: 07881 638 145 Email: clerk@stalhamtowncouncil.org

- 5.3 Police.
- 5.4 Members of the Public.

6 Town Planning.

- 6.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.
- 6.1.1 BA/2022/0281/FUL – Removal of 3 houseboats & erection of 3 holiday chalets. Simpsons Boatyard, The Staithe, Stalham, Norfolk.
- 6.2 To receive notification of Planning decisions taken by North Norfolk District Council and the Broads Authority received before the meeting.
- 6.2.1 PF/22/1793 – Removal of existing pitched roof on garage/car port and installation of lean-to-roof (art-retrospective). The Coach House, The Green, Stalham, Norwich, Norfolk, NR12 9PZ.
- 6.3 Neighbourhood Plan – Minutes circulated from 18th August meeting. Next meeting 20th October.
- 6.4 Neighbourhood Plan Survey Results.

7 Correspondence and Communications.

Email	NNDC	Levelling Up Fund Update	For Information – already circulated
Email	NCC Highways	Bus stop on Stalham Surgery Green	Further action
Email			

8 Amenities/Property Matters.

- 8.1 Allotment Rent – To agree recommendation that water/rent charges remain as last year for 2022/23. Cllr S Toone.
- 8.2 To consider planting crocuses in the burial ground, Campingfield Lane. Cllr S Toone.
- 8.3 Awaiting quotation for the construction of a 3-bin compost area be constructed on the allotment site. Cllr G Palmer.
- 8.4 Land off Ingham Road – quote received from solicitors.
- 8.5 SAM2 update. Cllr S Toone.
- 8.6 Burial Ground extension update.

9 Financial.

- 9.1 To note that the Finance Committee Meeting on Tuesday 30th August was inquorate and did not take place. The next meeting will be on the 4th October, 7pm, Poppy Centre.
- 9.2 To agree payments as presented.
- 9.3 To receive up to date bank reconciliation.
- 9.4 To consider memorial bench grant request
- 9.5 To agree not to opt out of the SAAA 2022 central external auditor appointment arrangements.

10 Administrative Matters.

- 10.1 To consider re-printing the Town Trail leaflet. Quote received.

11 Market Towns Initiative.

- 11.1 To receive quote for disability ramps. Cllr M McGear.

12 Highways Matters.

- 12.1 To receive feedback from site meeting re. A149 safety. Cllr K Bayes.

13 Strategy and Projects.

- 13.1 To consider Warm Banks provision
- 13.2 Cemetery Extension. Meeting with Tree Officer held 8/9/22. Cllr S Toone / Clerk.
- 13.3 Update Living Memorial – tree planting. Cllr M Green.

14 Policies

- 14.1 Sickness Absence Policy
- 14.2 Equality and Diversity Policy

15 Town Hall.

- 15.1 Two quotes received for heating improvements. Cllr S Toone.
- 15.2 To consider quotes received for fire risk assessment.
- 15.3 To consider quotes for damaged door.
- 15.4 To consider quotes for window cleaning.
- 15.5 S106 – still awaiting response from NNDC.
- 15.6 To consider placing a remembrance plaque on the Town Hall, black lettering on gold plaque, confirm wording, location and cost.

16 Chamber of Commerce.

- 16.1 To receive an update – Cllr M Taylor.

17 Events

- 17.1 Dancing in the street. Cllr P Hanton.
- 17.2 To receive the results of the market questionnaire and consider further actions.
- 17.3 To review the recommendations from the Events meeting
 - 17.3.1 To consider all Town Hall and High Street events be managed by the Town Council and events at the recreation ground be delegated to the Stalham & Brumstead Recreation Ground Charity.
 - 17.3.2 To consider the recommendation to cancel the Mayors Ball and reconsider for 2023 or a smaller event.
 - 17.3.3 To consider the recommendation of a beer festival at the Town Hall on Saturday 22nd February 2023.
 - 17.3.4 To consider the recommendation of a Easter drop-in at the Town Hall on Saturday 8th April 2023.
 - 17.3.5 To consider the recommendation of the Street Market to continue and the next one be held Sunday 25th June 2023.
- 17.4 To receive feedback from Tesco re. parking.
- 17.5 To receive feedback from Saturday 3rd September open morning.

18 Items for next agenda.

19 Dates of next meetings:

Neighbourhood Development Plan – Poppy Centre – Thursday 20th October, time tbc.
Finance Meeting 4th October. 7pm Poppy Centre.
Chamber of Commerce 5th October. 7pm Poppy Centre.
Stalham Town Council Meeting, Monday 10th October 2022 at 7pm -Town Hall.
Events Meeting - TBC
SNAP Meeting – TBC
Business Forum - TBC