

13<sup>th</sup> June 2024

An ORDINARY MEETING of Sheringham Town Council will take place on **Tuesday 18<sup>th</sup> June 2024** at Sheringham Community Centre at **7.00pm** and the following business will be transacted. All Members are summoned to attend. Members of the press and public are welcome.



Sarah Peberday – Clerk/RFO

### AGENDA

1.	<p><b>APOLOGIES</b> MOTION: Council to receive and approve apologies and reasons for absence</p>
2.	<p><b>DECLARATIONS OF INTEREST and DISPENSATIONS</b> With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required. The Clerk has received and approved dispensation requests for all Councillors.</p>
3.	<p><b>APPROVAL OF MINUTES</b> A – MOTION: Council to approve and sign the minutes of an extraordinary Full Council meeting held on 16<sup>th</sup> May 2024 (PR)  B - MOTION: Council to approve and sign the minutes of the Annual General meeting held on 21<sup>st</sup> May 2024. (PR)</p>
4.	<p><b>OPEN MEETING</b> Public participation: Members of the public will be invited to speak and/or question the Town Council on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council’s Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting. Matters pertaining to employment/personnel matters are not a matter for public participation.</p>
5.	<p><b>EXCLUSION OF PRESS AND PUBLIC</b> MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information.  It is suggested that items ?? be heard in 3d due to matters considered commercially sensitive or personal information relating to staff/councillors.</p>
6.	<p><b>COMMITTEE, WORKING GROUP MEETINGS and TASK &amp; FINISH GROUPS</b> A - MOTION: Council to review and agree the recommendations made in the Finance &amp; Governance meeting held on 13.06.24(MA)</p>

- B - MOTION: Council to review memberships of Committees where vacancies remain and vote upon appointments (PR)
- C – MOTION: Council to review memberships of all working groups and Task and Finish Groups (PR)
- D - MOTION: Council to agree the Co-option of nominated persons to working groups and task and finish groups (PR)
- E - MOTION: Council to note and agree the recommendations made in the Wayfinding Task & Finish group report (PR)
- No change from previously reported, ongoing support for funding and planning application
- F - MOTION: Council to note and agree the recommendations made in the SCAP Task & Finish group report (PR)
- Confirm addition of mural to STC Asset Register and monthly inspection to maintenance plan
  - The Sheringham Art press NNDC for a license agreement for future promenade works
  - Note the SCAP Task and Finish Group is now dissolved, and Cllrs. Brisbane and Ratcliffe are now STC 'Representatives' on Sheringham Art and will report progress periodically
- G – MOTION: Council to note an update report from the Morley Hill Task & Finish Group (PR)
- H – MOTION: Council to note and agree that the leads of all task and finish groups will provide an update of activities at the next full council meeting (PR)

## 7. FINANCE & ACCOUNTS

A - MOTION: Council to consider and approve the invoices for payment listing. (Clerk)

INVOICES						
Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
IT Norwich	INV-13924	30.04.2024	£567.12	8 Hr Block Contract	LG Act 1972 s.111	#116
Clearview	24470	16.05.2024	£675.00	Monthly Maintenance Contract	Crime & Disorder Act 1998 s.17	#112
Stannah	1085669361	14.05.2024	£78.00	Lift Maintenance Contract 11.5.24-10.8.24	LG Act 1972 s.133	#111
Working Law	98915	27.05.2024	£3,000.00	Professional & Legal Fees	LG Act 1972 s.112	#141
Ivan Allen Pest Control		23.05.2024	£150.00	Mole Control (BHPG)	Recreation - Open Spaces 1906 s. 9&10	#142
S D Simmons		31.05.2024	£120.00	Town Clock/Bus Shelter Cleaning	LG (Misc Shelters Prov) Act 1953	#143
Leathes Prior	202761	28.05.2024	£1,440.00	Legal Advice	LG Act 1972 s.111	#144
TT Jones Electrical	13375	31.05.2024	£4,959.36	Final Invoice for Streetlight Replacement	Highways Act 1980 s.301	#145
Glasdon	S1887143	30.05.2024	£1,118.36	Memorial Bench - Cemetery	LG Act 1972 s.111	#152
First Class Business Solutions	262915	03.06.2024	£92.47	Photocopy Copies	LG Act 1972 s.111	#153
Norfolk ALC	1988	31.05.2024	£847.20	Payroll Services	LG Act 1972 s.111	#154
Fuzion	1659	01.06.2024	£62.40	CCTV & CC Lift Phone Line Rental	LG Act 1972 s.133	#155
Edgefield Nurseries	6899	31.05.2024	£100.00	SAPG Plants	Open Spaces 1906 s.9&10	#156
IT Norwich	INV 14040	31.05.2024	£567.12	Block 8 Hours Charge	LG Act 1972 s.111	#157
IT Norwich	INV 13997	31.05.2024	£818.18	Telephone & IT Licences	LG Act 1972 s.111	#158
S D Simmons		05.06.2024	£80.00	Community Centre Window Cleaning	LG Act 1972 s.133	#159
PPLPRS	SIN2736447	06.06.2024	£1,612.00	Music Licence for Community Centre	LG Act 1972 s.133	#163
Blyth and Wrights	738662-0	31.03.2024	£3.14	Fixings for key safe	LG Act 1972 s.111	#166
Blyth and Wrights	739530-0	31.05.2024	£16.58	Key Cutting	LG Act 1972 s.111	#165
Blyth and Wrights	738263-0	31.01.2024	£255.90	Key Cutting & CC Sundries	LG Act 1972 s.133	#164
Heelis & Lodge	HL9492	06.06.2024	£480.00	Internal Audit Fees	LG Act 1972 s.112	#167
IT Norwich	INV-14046	31.05.2024	£550.44	Remote Support May 2024	LG Act 1972 s.112	#169
IT Norwich	INV-14045	31.05.2024	£201.55	Remote Support May 2024 - Overages	LG Act 1972 s.111	#170
SMG Architects	16860	31.05.2024	£288.00	Site Meeting at BHPG	Open Spaces 1906 s.9&10	#174
Blyth & Sons	Misc24S009	10.06.2024	£100.00	Ashes Grave Digging	S 9&10 LG Act 1972 s.214	#175
Tower	462324	10.06.2024	£778.80	Photocopier Lease	LG Act 1972 s.111	#176
Jon Dorey		13.06.2024	£85.00	Fuel & Strimmer Wire - Cemetery Grass Cutting	Open Spaces 1906 s.9&10	#179
			£19,046.62			

B - MOTION: Council to note the invoices approved for payment outside of meeting by the Clerk using delegated powers. (Clerk)

**INVOICES APPROVED FOR PAYMENT BY THE CLERK OUTSIDE MEETING USING DELEGATED POWERS**

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref
KV Read		22.05.2024	750.00	Dev of Business Plan - Sports Pavilion	LG Act 1972 s.111	#123
		30.05.2024	13030.20	Staff Salaries	LG Act 1972 s.112	
Norfolk Pension		24.05.2024	788.54	Pension	LG Act 1972 s.112	#127
HMRC		24.05.2024	£4,424.82	PAYE/NI	LG Act 1972 s.112	#126
Transfer of SCAP Funds		12.06.2024	£3,702.66		LG Act 1972 s.111	#178
			22,696.22			

**C -MOTION: Council to note the debit & credit card payment listing. (Clerk)**

**Debit CARD PAYMENTS**

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref
North Norfolk District Council	PF/24/0970	16.05.2024	146.50	Olanning Application BHPG	Recreation - Open Spaces 1906 s. 9&10	#113
SLCC	QL202751-2	16.05.2024	50.00	CiLCA Training	LG Act 1972 s.112	#118
AJ Products	120502-1	20.05.2024	113.94	Dog Waste Bin	Litter Act 1983 ss 5&6	#121
Amazon EU Sarl UK Branch	GB43KZX20AEUI	30.05.2024	12.97	A4 Sheet Labels for Sports Pavilion Consult.	LG Act 1972 s.111	#149
Triton Media Ltd. (Amazon)	INV-GB-118595141-2024-181744	30.05.2024	24.49	A4 White Paper	LG Act 1972 s.111	#148
MyPostShop	70813511	31.05.2024	344.99	Stamps for Sports Pavilion Consultation	LG Act 1972 s.111	#150
Naked Sprout	385484	04.06.2024	35.99	Toilet Roll - Centre	LG Act 1972 s.133	#151
SLCC	MEM249735-1	10.06.2024	348.00	Clerk Membership	LG Act 1972 s.112	#173
National Book Tokens		12.06.2024	216.95	Book Tokens for RNLI Poetry Competition	LG Act 1972 s.111	#177
			1293.83			

**D -MOTION: Council to note the current bank balances and investment position. (Clerk)**

FINANCIAL POSITION - BANK BALANCES, INVESTMENTS & INTEREST					
ACCOUNT/INVESTMENT	ALLOCATED TO	AMOUNT	INTEREST	TIMELINE	TOTAL
CURRENT ACCOUNT (PRECEPT & INCOME)			£128,291.28	As at 12.06.24	
CC, MEMORIALS ETC			£13,364.61	As at 12.06.24	
<b>TOTAL</b>					<b>£141,655.89</b>
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£26,014.29		As at 10.06.24	
NSI INVESTMENT	SURPLUS	£125,000		On Asset Register	
NSI INTEREST	SURPLUS		£41,605	As at 15.04.24	
CCLA	SURPLUS	£200,000	£13,578.30	As at 03.05.2024 Total of Monthly interest payable APR 5% (Total since 31.07.2023)	
<b>TOTAL</b>					<b>£406,197.79</b>
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£7,627.51		As at 12.06.24	
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	£2,595.40	As at 20.05.24 Monthly rolling Matures 18th each month - Total since 18.09.2023 (19.02.24 at 2.3%)	
CCLA	CAPITAL	£400,000		Transferred 2.2.24	
<b>TOTAL</b>					<b>£560,222.91</b>
COMMUNITY (SCAP & INVESTMENT INTEREST)	N/A		£2,762.30	As at 12.06.24 INVESTMENT INTEREST £6074.30	£2,762.30
					<b>£1,106,862.63</b>
				Defib came out of community account - £3312.00	

**E – Council to note the summary of receipts and payments report (Clerk)**

**F – Council to note that the sum of £3702.76 has been transferred from the Community account to Sheringham Art – STC are no longer overseeing their funds (Clerk)**

**8. AGAR**

**A - MOTION – Council to agree to the approval of the AGAR section 1 (Clerk)**

**B – MOTION – Council to agree to the approval of AGAR section 2 (Clerk)**

**C - MOTION – Council to agree for the submission of the AGAR to the external auditor (Clerk)**

	<p>D - MOTION – Council to agree to the publication of the draft accounts on the Sheringham Town Council website in accordance with the stipulations of the model publication scheme (Clerk).</p> <p>E – MOTION – Council to review and agree to the implementation of the Freedom of information act, model publication scheme document and STC model publication scheme (Clerk)</p> <p>F – MOTION- Council to instruct officers to collate and publish on the website any live remaining documents in accordance with the STC model publication scheme (Clerk)</p>
9.	<p><b>WATERFOUNTAIN PILOT PROJECT</b></p> <p>MOTION – Council to note and agree the water bottle filling station update and the recommendations (ML)</p> <ul style="list-style-type: none"> <li>• Instruct all Contractors (works to be undertaken after September)</li> <li>• Agree the budget of (£6103) – (further grant applications pending)</li> <li>• Community and Climate Committee to consider educational programme and communications strategy</li> </ul>
10.	<p><b>PROJECT OFFICER UPDATE</b></p> <p>MOTION – Council to note and agree the contents of the report provided by the project Officer and in particular the updates contained in items;</p> <ul style="list-style-type: none"> <li>• 10.3 Relating to an allotment holder eviction notice</li> <li>• 20 Cemetery mowing arrangements for the 2024 peak season (PO)</li> </ul>
11.	<p><b>PUBLIC CONSULTATION</b></p> <p>MOTION – Council to agree for the creation and commencement of the public consultation into the gateway and high street scheme, following the allocation of an award from the Parish Partnership fund (PB)</p>
12.	<p><b>MAINTENANCE CONCERNS – THE LEAS, WAR MEMORIAL GARDENS AND FOOTWAYS</b></p> <p>MOTION: Council to agree with proposer’s verbal request that STC challenge both NNDC and NCC about the current state of the town which is looking particularly shabby in some areas. Specifically, some of the verges, weeds growing out of numerous pavements and gutters and also the state of the War Memorial gardens and The Leas. (JD)</p>
13.	<p><b>OUTSIDE REPRESENTATIVES MEETING REPORTS</b></p> <p>A - MOTION: Council to receive and note the report from a Sheringham Carnival Association outside representative (PR)</p> <p>B - MOTION: Council to receive and note the report from an Experience Sheringham outside representative (PR)</p>
14.	<p><b>MAYOR &amp; CLERKS REPORTS</b></p> <p>A – MOTION: Council to note and receive the Mayors Announcements (PR)</p> <p>B – MOTION: Council to receive the Clerks report (Clerk)</p>
15.	<p><b>CORRESPONDENCE</b></p> <p>MOTION: Council to note and agree correspondence received since the last meeting (Clerk)</p> <p>Dear Parish/Town Council,</p>

As part of Norfolk County Council’s commitment to improving bus services in Norfolk, we have developed a Bus Service Improvement Plan (BSIP). We want to:

- Rebuild and improve passenger confidence in bus services
- Have a green and sustainable transport offer
- Have a public transport network that customers choose first for most journeys over other modes of transport
- Offer simple and affordable fares and ticketing

In 2022, the Department for Transport notified the County Council of a successful bid for £49.6 million of funding for Norfolk. This money will help to put our plan into action.

**The BSIP proposes a series of actions to improve the quality and consistency of bus stops and information in Norfolk, ensuring that a decent standard of service is given to more passengers waiting for, boarding and alighting their buses.**

**One of the objectives within the BSIP, is to identify key strategic bus corridors and equip them with Real-Time passenger information at bus stops.**

Real-time passenger information (RTPI) offers a range of benefits for bus passengers. Here are some of the key advantages:

- 1. Improved Convenience and Reduced Waiting Time:**
  - Passengers receive real-time updates on bus arrivals and departures, allowing them to time their arrival at bus stops more accurately and reduce waiting times.
- 2. Enhanced Travel Experience:**
  - Up-to-date information about delays, disruptions, or changes in the schedule helps passengers plan their journeys more effectively, leading to a smoother travel experience.
- 3. Increased Confidence and Trust:**
  - Reliable and timely information builds passenger trust in the public transportation system, encouraging more people to use buses regularly.
- 4. Informed Decision Making:**
  - Passengers can make better decisions about their travel routes and modes of transport based on real-time information about traffic conditions and bus schedules.
- 5. Accessibility:**
  - Real-time information can be provided through various channels such as mobile apps, websites, and electronic displays at bus stops, making it accessible to a wide range of users, including those with disabilities.

The A149 between Sheringham and Cromer has been chosen as a Real-Time Passenger Information 'Corridor' and will benefit from a solar-powered RTI display at the majority of bus stops. The equipment will include a bus stop pole, digital flag showing bus departure times and a solar panelled unit to provide power. Attached is a illustrated example.

Below is a list of the installation locations –

Beeston Regis	Cromer Road	Beeston Hall
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Beeston Regis	Cromer Road	opposite Beeston Hall
Beeston Regis	Cromer Road	opposite Britons Lane
Beeston Regis	Cromer Road	Britons Lane
Cromer	Runton Road	Car Park
Cromer	Runton Road	opposite Car Park
East Runton	Cromer Road	opposite Wyndham Park
East Runton	Cromer Road	Wyndham Park
East Runton	Cromer Road	opposite Stores
Sheringham	Cromer Road	Beeston Common
Sheringham	Cromer Road	opposite Beeston Common
Sheringham	Holway Road	Cooper Road
Sheringham	Cromer Road	Tesco
West Runton	Cromer Road	opposite Post Office
West Runton	Cromer Road	Post Office
West Runton	Cromer Road	opposite Woodhill Park
West Runton	Cromer Road	Woodhill Park

This site is problematic, may be powered if possible, and may be installed at a later date:

East Runton	Cromer Road	Stores
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The installation programme will begin in the coming months and I want to assure you that this will cause minimal disruption to traffic.

I hope you agree this is a fantastic opportunity to promote public transport and encourage sustainable travel for both local residents and visitors. If you have any immediate questions or concerns, please be in touch and I'd be happy to help.

Kind regards

**Rob Pratt, Public Transport Development Officer**

- SLCC, NALC & Norfolk ALC Bulletins
- Allotment holder complaints
- Public Sector Executive newsletters
- Local Gov Bulletins
- ACAS Updates
- Liability acceptance for bollard damage at community centre by RSA
- nest employment updates
- Poll nominations for parliamentary elections

16. **SHERINGHAM TRAVEL HUB**  
MOTION: Council to note a verbal update in relation to the Sheringham Travel Hub (PR)

17. **CEMETERY**  
A - MOTION: Council to note that the digging of full graves has been undertaken by the funeral directors' technicians, pending a proposal to be brought by the Project Officer to the July Assets Committee meeting (PO)

	<p>B - MOTION: Council to note that the digging and preparation of internment plots is currently being undertaken by Blyth &amp; Sons technician (no additional costs to the bereaved or STC) (PO)</p> <p>C - MOTION: Council to note that two contractors have been approached to assist with rectification of sunken graves, one has rejected works, response from other awaited (Clerk)</p>
18.	<p><b>COMPLAINTS</b></p> <p>A -MOTION: Council to receive a verbal report from the Chair of Council on a complaint from a member of the public and in accordance with Sheringham Town Council's Complaints Process, to consider a course of action. (PR)</p> <p>B - MOTION: Council to receive a verbal report from the Chair of Council on a complaint about a Councillor and determine a course of action (PR)</p>
19.	<p><b>LETTER OF CONDOLENCE</b></p> <p>MOTION: Council to receive a verbal report and approve that the Chair of Council writes a letter of condolence to the family of a recently passed Sheringham resident (PR)</p>
20.	<p><b>STAFF MATTERS</b></p> <p>MOTION: Following the XO FC meeting of Friday 14<sup>th</sup> June, to receive a verbal update from the Chair of Employment and written reports as required and determine if any additional actions relating to staff employment matters are required. (SB)</p> <p><i>(Any actions in relation to the above must be detailed in a motion in advance (3 full days' notice) of the meeting, so that Councillors are clear in the decision they are being asked to consider, if this is not undertaken there is no motion that can be carried)</i></p>
21.	<p><b>DATE OF NEXT MEETINGS –</b></p> <p>MOTION: Full Council ordinary meeting Tuesday 16<sup>th</sup> July at 7pm</p>