

## Thorpe St Andrew Town Council Meeting

### Minutes of the meeting held on 4<sup>th</sup> January 2016

171	<b>Present:</b>	Mr J Ward (Town Mayor)	Mr I Mackie
		Mr J Fisher	Mr P Berry
		Miss S Lawn	Mr R Robson
		Mrs T Mancini Boyle	Mr N Hancock
		Mr D Sears	Mrs J Fisher
		Mr M Pickess	Mr J Emsell
		Mr F Bowe	

**Apologies:** Mr N Shaw, Mr R Wooden, Mr L Reeves

**In attendance:** Mr T. Foreman (Town Clerk), Mr L Powell (Archant) and 6 members of the public.

**172 Declarations of interest in items on the agenda.**  
None

**173 To confirm the minutes of the Town Council meeting held on 7<sup>th</sup> December 2015**  
The minutes of the meeting held on 7<sup>th</sup> December 2015 were agreed and signed as a true record.

**174 Announcements (For information only)**

To receive announcements from

(i) The Town Mayor- The Town Mayor provided an update on his activities for the previous month, including attending the Safer Neighbourhood Action Panel, the Thorpe St Andrew High School Carol Service, the Farmers Market on the 18<sup>th</sup> December 2015, as well as hosting a festive gathering for Town Councillors and Council staff.

(ii) The Clerk- The Clerk updates the Council on notices and activities arising from the previous month. It was explained that an extension had been agreed until early February for the Town Council office planning permission decision while a statutory consultee is given the opportunity to respond. Furthermore the details of the Broadland District Council Overview and Scrutiny consultation and the Police and Crime Commissioner Precept consultation were given.

**175 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 mins each**

The Meeting was suspended following a proposal from Mr J Ward, seconded by Mr I Mackie.

**(i) Norfolk Constabulary-** A PCSO from the Safer Neighbourhood Team provided an update on the crime statistics for Thorpe St Andrew. The Town Council gave its thanks for a comprehensive report.

**(ii) County and District Councillors –** For the County Council, Mr I Mackie provided an overview of the County Council budget process and explained that a draft opposition budget was also being prepared. Mr I Mackie also asked for congratulations to be passed to the Head of Thorpe St Andrew High School for his inclusion in the New Year Honours list. The District Council report of Mr J Ward provided information about the PREVENT presentation in anti-terrorism which District Councillor received. Broadland District Council are also giving 80% of business rates for small day care nurseries and community interest companies. For the County Mr Ward reported that Social Services had a busier than usual festive period and that the budget consultation for 2016/17 was due to finish on 14<sup>th</sup> January 2016, to date 900 responses had been received.

**(iii) Members of the public**-Mr M Martins spoke on item 180 in support of the Thorpe History Group suggestion that the road of the former Norwich Camping Site be renamed Janet E Smith Close, in dedication to resident Janet E Smith who died in February 2015 with standing room only at the funeral. Mr Martins also mentioned Anglia News interviewing the Broads Authority with regard to the Thorpe Island planning dispute. Mr Martins suggested that as a democratically elected body, the Town Council should give an interview in support of the Broads Authority. Mr T Foreman explained that the Broads Authority was the responsible body for planning enforcement and therefore it would be their responsibility to discuss the case with the media.

Three members of the public spoke with regard to item 184 Postal Services to River Green. Mr T Foreman explained that two residents had asked for the Town Council to consider removing the post box currently on River Green used for postal delivery for the residential boats on the River Green section of Thorpe Island.

The members of the public spoke in support of the box which provides a much needed service to the boats and the bungalow on Thorpe Island. They explained that they felt this was an attempt by residents to 'squeeze' the boat owners away from the area and that the post box should remain in place. Mr N Hancock thanked the members of the public for their comments and gave reassurance that no decision had been made and it would be considered during the meeting.

Mr O Palotai gave praise for the work of the Town Council staff over the previous year and spoke on agenda item 179 Village Hall update and Inclusion of Additional Works. Mr Palotai explained that he had put a request to the Town Clerk as part of this agenda item and hoped that it would be looked upon favourably by the Town Council.

**176 Finance**

- (i) Payments List: Voucher numbers 816-904 totalling £31,265.76 were noted.
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

**177 (i) Town Amenities Officer's Report-None**  
**(ii) Tree Wardens Report- None**

**178 Draft Minutes of Committee Meetings.**

- (i) Plans Meeting 14<sup>th</sup> December 2015 were agreed and signed as a true record

**179 Village Hall Update and Inclusion of Additional Works**

Mr T Foreman gave an update on the Village Hall project, explaining that it was anticipated an underspend would be generated, but the final figures from the contractor have yet to be received, there is also a 2.5% retention to be held for 6 months after completion for any defects. Two proposals for additional works were considered by the Town Council, firstly for window film to be fitted in place of curtains, secondly the installation of CCTV alongside internet and telephone for remote access to the cameras.

The Town Council discussed the fitting of window film in place of curtains. Mr I Mackie explained that a similar decision had been required at the Fitzmaurice Pavilion due to the condition of the curtains and that the window film had given a good result. Miss S Lawn asked which windows would be covered. Mr T Foreman suggested it be the rear and front windows with either reflective film or opaque film depending on the need. It was proposed by Miss S Lawn, seconded by Mrs T Mancini-Boyle and on a show of hands with all in favour **RESOLVED** that window film be fitted to the Village Hall windows at a cost not to exceed £400 plus VAT.

The installation of CCTV was then considered by the Council. Mr J Emsell gave support to the idea, as the other Town Council buildings had CCTV installed, it was felt that Village Hall should also have cameras due to the recent large investment in refurbishing the hall. Mr R Robson explained that remote monitoring from the Town Council office of all the

buildings was a good idea. It was proposed by Mr R Robson, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** that the installation of CCTV proceed at an estimated cost of £1,100-1,200 plus VAT. Mr T Foreman explained that the £100 variation in cost was dependant on the need for an additional camera in the kitchen.

Mr T Foreman explained that for the CCTV to be remotely monitored, internet would need to be connected at the Village Hall. Miss S Lawn stated that the newly refurbished hall may attract business users for meetings and as such internet would be a key facility to draw greater business. The Town council also felt that an autodial emergency phone in the Village Hall would be beneficial to users. It was proposed by John Fisher, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to proceed with the installation of internet and telephone at the Village Hall.

The request made to the Town clerk by Mr Palotai for Village Hall user groups to be given multiple sets of keys was put before the Town Council. Mr T Foreman provided some background to the issue stating that with the building being suited with security keys and the investment in the building, a minimal number of keys had been issued to users. The current limit was one set of keys per user, however Mr Palotai had requested at least two or three sets as previously the group had around eight sets of keys. Further, it was explained that one football club with 17 teams currently shared 1 set of keys to the Morse Pavilion, demonstrating one set of keys should be sufficient. It was proposed by Mr D Sears, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** that keys to Town Council buildings be limited to one per user group.

**180 Road Naming for New Building off South Hill Road**

The Town Council discussed the proposal made by the Thorpe History Group to suggest the name of Janet E Smith Close to the developers of the land. Mr J Fisher gave support to the name, but suggested the omission of the 'E' as it is unusual to have a single letter as part of a road name. The Town Council discussed the idea of omitting the 'E', and whether Janet Smith Close would be equally as suitable. It was proposed by Mr J Fisher and seconded by Mr R Robson and on a show of hands with all in favour **AGREED** to propose Janet Smith Close to the developer.

**181 Norfolk Wildlife Trust Health and Safety**

The report on the changes to Thorpe Marshes proposed by the Norfolk Wildlife Trust (NWT) was considered by the Council. The report explained that following the tragic drownings in 2015, the NWT was proposing to make the gravel spit inaccessible to pedestrians and swimmers.

There was much discussion about the proposal to prevent access to the spit. It was felt that the gravel spit was not large and is well used and it would be better to prevent swimming from the spit rather than limit pedestrian access. The potential for submerged fencing, signage positioned in the water to prevent vandalism and additional better signage on the spit were proposed as alternatives. The Town Council also felt a formal report from the Health and Safety Executive would be beneficial before action was taken. It was **AGREED** to suggest submerged fencing, signage within the water and better signage to be proposed in place of preventing all pedestrian access.

**182 Age UK donation request**

A letter received from Age UK Norfolk requested funds was considered by the Town Council. The Council felt that donations to support local groups should be given priority, particularly given that there is a separate Age UK Norwich. The Town Council were also concerned the letter was poor quality and addressed wrong. The Town Council declined the donation request.

**183 Town Council Seal**

Mr T Foreman put forward the request for the Town Council to purchase a Council Seal. It was explained that seals were no longer legally required by local Councils in the majority of

circumstance, however for a deed to be signed between a private individual and Council, a Council is required to still use a seal. Given the deed transfer for the encroachment land on Commonwealth Way, it is advisable to purchase the seal which could also be used for sealing the Freeman of the Town awards. It was queried as to whether a change in the Standing Orders would be required. Mr T Foreman explained that there had always been provision in the Standing Orders for a seal, but one had not been purchased. It was proposed by Mr R Robson, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** to procure a Town Council seal.

Mr T Foreman requested that as per the Standing Orders, the Town Council resolve to approve the use of the seal for the deed transfer for the land on the Dussindale Park and Commonwealth Way. Also as per the Standing Orders to resolve the use of the seal on the two Freeman of the Town scrolls.

It was proposed by Mr J Ward, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** for the Town Council seal to be used in sealing the deed transfer for the Dussindale Park encroachment land and also the two Freeman of the Town scrolls.

#### **184 Postal Services to River Green**

Mr T Foreman gave an oral report explaining that two residents had asked whether the Town Council would remove the post box on River Green currently used by the residential boats and bungalow opposite River Green on Thorpe Island. Mr Foreman explained that was a concern from the residents that once the enforcement on Jenner's Basin had begun, more residential boats would moor opposite River Green creating a restriction in river access and change the appearance of the conservation area. Furthermore the post box is situated close to the proposed World War One memorial plantings.

The Town council discussed the history of the box at some length, believing that the post box itself would neither prevent moorings nor resolve any of the issues on the river. Mr I Mackie explained that it he was not in favour of disenfranchising individuals who relied on postal delivery. Mr J Fisher stated that the box could detract from the memorial and suggested it be moved and located near the public toilet facilities on River Green, but the cost for a new box should not be met by the Town Council. It was proposed by Mr I Mackie, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** that the post box remain in place for the time being, but moved to the vicinity of the public right of way when the World War One memorial planting is underway. The cost for a new box to be met by those who currently use it.

#### **Future Agenda Items.** (Not for discussion)

Town Council meeting 1<sup>st</sup> February 2016

Date of next Plans meeting 11<sup>th</sup> January 2016

Date of next Finance & Staff meeting 18<sup>th</sup> January 2016

With no further business the meeting concluded at 21.15

Chairman \_\_\_\_\_

Date \_\_\_\_\_