

Thorpe St Andrew Town Council Annual Meeting

Minutes of the Annual Meeting held on 11th May 2016

1. **Election of Town Mayor**
Mr I Mackie was proposed as Town Mayor by Mr J Ward and seconded by Mr N Shaw. On a show of hands with all in favour Mr I Mackie was confirmed as Town Mayor
 2. **Election of Deputy Mayor**
Mr J Fisher was proposed as Deputy Town Mayor by Mr I Mackie and seconded by Miss S Lawn. On a show of hands with all in favour Mr J Fisher was confirmed as Deputy Town Mayor.
 3. **Committee Memberships to be drawn up**
The terms of reference and committee membership remained unchanged except for Miss S Lawn who requested to join the Plans Committee. This was approved.
 4. **Appointment to External Bodies**
Mr T Foreman stated that due to the Fuel Allotment Fund disbanding, there were no external appointments required.
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13. **Present:**

Mr J Ward (Town Mayor)	Mr I Mackie
Mr J Fisher	Mr P Berry
Mr L Reeves	Miss S Lawn
Mrs T Mancini Boyle	Mr N Shaw
Mrs J Fisher	Mr R Robson
Mr M Pickess	Mr J Emsell
Mr R Wooden	

Apologies: Mr D Sears, Mr F Bowe, Mr N Hancock

In attendance: Mr T. Foreman (Town Clerk), Mr D Sayer, 18 members of the public

Declarations of interest in items on the agenda.

14. **To confirm the minutes of the Town Council meeting held on 4th April 2016**
The minutes of the meeting held on 4th April 2016 were agreed and signed as a true record.
15. **Announcements (For information only)**
To receive announcements from
(i) The Town Mayor- As the former Town Mayor, Mr J Ward was invited to update the Town Council on his activities for the previous month. Mr J Ward stated his attendance at the Civic Service of the Chairman of Norfolk County Council on behalf of the Town Council. Furthermore Mr J Ward ignited the Thorpe St Andrew beacon for the Queens 90th Birthday on 21st April, opened the St Georges Day event on the 24th April and on 6th May led the first annual Beating of the Bounds.
Mr I Mackie thanked Mr J Ward for his service to Thorpe St Andrew and wished him well in his post as Chairman of Broadland District Council and Vice-Chairman of Norfolk County Council. Mr I Mackie thanked the Town Council for designating him Town Mayor and said it was a great honour. Mr I Mackie explained the exciting projects on the horizon for the Town Council in the coming year and that he was very much looking forward to working towards meeting these goals.

(ii) The Clerk- Mr T Foreman spoke of his appreciation for the hard work and support Mr J Ward had provided during his time as Town Mayor. Mr T Foreman then provided an overview of his meetings for the previous month including meeting with the Broads Authority, Mr Mark Wakelin of the Yare Ferry Co., Broadland District Council and with highways regarding the Vane Close road closure. Mr T Foreman explained that the proposed Vane Close road closure would not be going ahead and that Highways at Norfolk County Council would be attending the June Town Council meeting to discuss a sustainable solution to the car parking issues outside Dussindale Primary School.

- 16. 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 Miss S Lawn.

(i) Norfolk Constabulary- An overview of the police figures were provided for the Town Council, these were noted by the Town Council.

(ii) County and District Councillors – for the District Mr J Ward explained that the new showhouse at Carrowbreck Meadow opens on 27th May 2016 which is the first development by a Broadland District Council wholly owned company. From 1st April none of the paper banks in the area continued to be operated by Broadland, some voluntary groups have chosen to continue running these and benefit from the recycling credits directly. Mr J Fisher explained that for the Top Dog Campaign is continuing with a focus on the footpath which is parallel to the railway line on Dussindale.

For the County Council, Mr I Mackie gave an overview of the political change at the County Council with the Conservatives becoming the ruling party. Furthermore, congratulations were offered to Mr J Ward who had been voted Vice-Chairman of Norfolk County Council. Mr N Shaw explained that the ICT at County Hall had continued to cause concerns, but it was hoped that a partnership with the emergency services may create a better and secure ICT system.

(iii) Members of the public – 16 members of the public attended in relation to agenda item 20. Planning Application for the Oasis, Pound Lane. The residents stated objections based primarily on the proposal to build a spa and car park within 20-30 metres of a colony of Greater Crested Newts who use the meadow where the construction is proposed as part of its habitat. That the land proposed was subject to a s.52 agreement and therefore should not be built upon. Furthermore, the public stated that there was a need to protect trees and an ancient hedgerow which borders the main site and the proposed siting of housing and window locations were intrusive.

Mr S Ellingham asked to speak regarding Thorpe Ferry Ltd. This item was not on the agenda but it was **AGREED** for him to make a short statement. Mr Ellingham covered a number of topics, principally asking if the Town Council supported the reopening of PROW3 on Bungalow Lane which was currently blocked. Mr T Foreman explained that the Town Council supported all Public Rights of Way in Thorpe ST Andrew and he had contacted the landowner and Norfolk County Council Highways regarding this.

- 17. Finance**

(i) Payments List: Voucher numbers 23-185 totalling £53,648.12 were noted
(ii) Bank Reconciliation Statement was agreed and signed as a true record.

- 18. (i) Town Amenities Officer's Report-**Mr D Sayer provided an oral update on the current ground works being undertaken on the Fitzmaurice Park and the planned tree plantings and works later this year.

(ii) Tree Wardens Report- None

- 19. Draft Minutes of Committee Meetings.**

(i) Plans Meeting 11th April 2016- were agreed and signed as a true record

20. Planning Applications

20160506 196 Thunder Lane Single storey & Two Storey Rear Extension

No Objection-usage of building to be connected with main house

**20160562 Thorpe Lodge BDC Removal of Window Shutters from
Front & Side Elevations (Listed Building)**

No Objections

**20151132 Oasis Sports & Leisure Re-development of Oasis Leisure Club
4 Pound Lane Including:-
1. Erection of Replacement Spa &
Wellbeing Club (Full Planning)
2. Provision of 27 Residential Units (Outline
Planning) Revised Proposal**

OBJECTIONS: Potential impact on a colony of Greater Crested Newts on the site is not adequately identified, the Town Council would request a full site and situation assessment. There were concerns on the impact and protection of ancient boundaries and hedgerows around the site.

There were objections to the traffic increase, particularly with a single entrance and exit. Although at an outline stage the design of the properties and window locations caused some concern.

21. Office Relocation to Fitzmaurice Pavilion Quotes

Mr T Foreman provided an overview of the proposed office relocation and detailed the breakdown of individual costs as explained in the report. Mr T Foreman explained that the original scheme of works had been varied due to some works being undertaken in-house and some directly contracted out to provide additional savings where possible. Mrs J Fisher asked how the Town Council had sourced a kitchen at no cost and it was explained that the kitchen was little used and donated to the Town Council. Mr M Pickess queried the cost differential between the highest and lowest tender quotes. Mr N Shaw stated that this was sometimes the case if a large company worked on broad estimates rather than detailed costing. Mr L Reeves explained that the lowest tender came from a company which did the building and electrical work in-house and therefore would be able to save on the sub-contracting costs. Mr J Fisher asked about the history of each of the companies who quoted for the work. Mr D Sayer explained that two of the companies had been previously used by the Town Council and Mr T Foreman explained that the middle tender quote was given by a company advised by the Building Surveyor. It was confirmed that all companies had been reference checked. It was proposed by Mr R Robson, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** to:

- Appoint contractor A at a cost of £34,989.00 + VAT
- Approve the additional work individually sourced by the Town Council staff and costed at £32,672.00 + VAT
- Complete necessary paperwork and apply for a loan from the Public Works Loan Board for £35,000 over a period of more than 9 ½ years, but not more than 10 years. The loan to be serviced through redirecting the budget line for office rent
- Approve the relocation of funds from Capital Reserves, Projects Budget and Capital Buildings Maintenance to fund £34,000 of the required works

22. Proposed Purchase of All-Terrain Vehicle (ATV)

Mr T Foreman provided a brief overview of the report relating to the proposed purchase of an ATV. It was stated that currently the grounds team has a single cab Ford Ranger with 3 members of grounds staff and an additional apprentice planned for later this year. Mr L

Reeves stated that if the town is to continue to grow, the grounds staff will likely need to go to different sites and being confined to one vehicle will prevent this from happening effectively. Miss S Lawn stated that as the events grow and the need to attend at Whitlingham Country Park for fireworks, a second vehicle would prevent staff from needing to take their cars off road. It was proposed by Miss S Lawn, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to purchase an All-Terrain Vehicle at a cost not to exceed £4,000 plus VAT.

23. Fixed Penalty Notices for Litter

An overview of the report detailing the powers for Town and Parish Councils to issue fixed penalty notices for littering was provided by Mr T Foreman. It was explained that the Town Council is empowered under s.19 (4) of the Clean Neighbourhoods and Environment Act 2005 which designated a Town Council as a litter authority and that this had been identified by residents and park users as an issue on each of the Town Council sites. Mr J Fisher explained that littering along with dog fouling was an issue for many local authorities across the country. Mr T Foreman stated a need to seek some legal advice on the definition of littering, as Article 2 of the Litter (Animal Droppings) Order 1991, which provided provisions for a previous Act including dog fouling on a public walk or leisure ground as litter. It was proposed by Mr I Mackie, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** for a policy to be drawn up for the issuing of Fixed penalty notices on the public parks and for this to be bought to Town Council for consideration.

24. Proposed Byelaws

The statement of regulatory burden for the byelaws was considered by the Town Council along with proposed changes following the consultation which included zoning of boats, recovering wrecks and requiring ownership details. Mr T Foreman explained that the statement was written as part of the new rules for implementing byelaws in England and Wales. Furthermore, as with the proposal for fixed penalty notices the byelaws would be used as a last resort by staff given the significant impact a criminal record would have on an individual prosecuted under them. However this impact is balanced against the reassurance for families and users of the town parks that sufficient enforcement is in place to tackle any behaviour which is anti-social or nuisance. It was proposed by Mr I Mackie, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to approve the byelaw changes and the statement of regulatory burden.

Future Agenda Items. (Not for discussion)

Town Council meeting 6th June 2016

Date of next Plans meeting 16th May 2016

Date of next Finance & Staff meeting 23rd May 2016

With no other business the meeting closed at 9.45pm

Signed _____ (Chairman)

Date _____