

## Thorpe St Andrew Town Council Meeting

### Minutes of the Town Council meeting held on 6 June 2016 Roxley Hall, Yarmouth Road.

#### 25. Present:

Mr I Mackie (Town Mayor)	Mr J Fisher (Deputy Mayor)
Mr J Ward	Mr R Wooden
Mr L Reeves	Miss S Lawn
Mrs T Mancini Boyle	Mr N Shaw
Mr D Sears	Mrs J Fisher
Mr M Pickess	Mr R Robson
Mr J Emsell	Mr N Hancock
Mr F Bowe	

**Apologies:**, Mr P Berry

**In attendance:** Mr T. Foreman (Town Clerk), Mr Andrew Woodcock (Manager Thorpe Pavilion Nursery), Mr I Temperton (Casualty Reduction and Education Dept, Norfolk County Council), Mr J Wiggin (Travel Development Dept, Norfolk County Council), Mr D Gilbert (Archant)

#### 26. Declarations of interest in items on the agenda.

Miss S Lawn, Mr J Emsell, Mr I Mackie, Mr J Ward and Mr N Shaw declared an interest in item 32.

Mr J Emsell, Mr I Mackie, Mr J Ward and Mr N Shaw declared an interest in item 33

#### 27. Minutes of the Town Council meeting held on 11 May 2016

The minutes of the meeting held on 11 May 2016 were agreed and signed as a true record.

#### 28 Announcements (For information only)

To receive announcements from

- (i) **The Town Mayor-** Mr I Mackie thanked Miss S Lawn and Mr J Emsell for arranging the event held on the River Green on 29<sup>th</sup> May. Further, Mr I Mackie gave an overview of his activities during the month including meetings with Highway officers and progressing plans for the Office relocation and Parks Project.
- (ii) **The Clerk-** Mr T Foreman gave an update on his activities during the previous month, including meetings with the Broads Authority, a visit from the internal auditor, as well as attending at Pinebanks Tower, with Mr J Ward and Mr D Sayer to commemorate the visit of Queen Kapiolani from Hawaii more than 100 years ago.

#### 29. Public participation –Mr I Mackie proposed, with a second from Mr J Ward to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 mins each

- (i) **Norfolk Constabulary-** report noted
- (ii) **County and District Councillors**

Mr I Mackie updated the Town Council on the activities of Norfolk County Council including the change in administration and the planned drainage works due to begin in the town.

Mr N Shaw provided an update for the District Council including his work with SASIG.

**Report from John Ward-** The report of Mr J Ward was noted. Mr J Ward further explained that he had attended the official opening of the first 39 homes for Saffron

Housing at Salhouse, and was also present for the launch of the 'Star of Norfolk Awards'. For the County Council Mr J Ward stated that 'Open Plus' had started being used at the Millennium Library and 30,000 unique and rare documents and photographs related to the U.S. 2<sup>nd</sup> Air Division were now available online.

**(iii) Members of the public** – None

**30 Finance**

- (i)** Report from Internal Auditor- Noted
- (ii)** Section 1- Annual Governance Statement- Agreed and signed by the Town Mayor and Town Clerk
- (iii)** Payments list vouchers 101-185 totalling £40,572.78-Noted
- (iii)** Bank Reconciliation Statement- agreed signed and as a true record.

**31 Draft Minutes of Committee Meetings.**

- (i)** Plans Meeting 16 May 2016 - were noted
- (ii)** Event Committee 18<sup>th</sup> May 2016 – noted
- (iii)** Finance & Staff 23<sup>rd</sup> May 2016 – noted

**32 Vane Close Road Closure**

Mr T Foreman welcomed members of the Norfolk County Council Highways Team to the Town Council meeting and thanked them for attending. The Highways Officer provided an in-depth overview of the potential solutions to car parking outside Dussindale Primary School. Mr I Temperton explained that despite public opinion, car parking outside school was safe and aided child safety. Miss S Lawn disputed this claim, explaining children crossing from between parked cars was an accident waiting to happen. Mr J Wiggin provided an overview of the software recently purchased to develop school travel plans. Mr I Mackie expressed support for the software, explaining a co-ordinated approach with a one day road closure and more advertising of the local car parks would be beneficial.

It was proposed by Mr I Mackie, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to

1. Support use of improved travel plan technology in Dussindale Primary
2. Issue 2-sided newsletter on the alternatives
3. Request minimum 1 day road closure for September 2016

**33 Wheeled Park Project**

The Town Council considered a report regarding the wheeled park project planned for Fitzmaurice Park. Mr T Foreman explained that the nature of the project meant that specialist services were required to draw up a specification for tender and ensure the programme management and end testing is done to the highest standard. Mr I Mackie explained that this was a sensible proposal given the desire to deliver this project quickly and ensure the design and installation was done to the best possible standard. It was proposed by Mr J Emsell, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** to appoint a building surveyor to assist with the specialist management of the project, with power delegated to the Town Clerk to secure these services.

**34 Civic Privileges**

The report relating to the confirmation of civic privileges was considered by the Town Council. Mr J Ward explained that these privileges were very important as the Freeman of the Town award is awarded in such rare circumstances. Mr N Hancock queried what the types of privileges were normally given. Mr I Mackie explained that road naming, the scrolls and the right to be consulted were the minimum to be

considered. The Town Council discussed further potential privileges to be included. It was proposed by Mr I Mackie, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED**, for letters to be sent to Mr R James and Mr D Ely, Freemen of the Town to clarify privileges as below;

- Invitations to all ceremonial events
- Free access to Town Council events held in Thorpe St Andrew
- The right to be consulted on significant matters relating to the town.
- Name to be placed on a roll of honour in the Town Hall
- A native fruit tree to be planted in their honour at the community orchard
- Presented with jewel and certificate
- Consideration given to using names on moorings or street names.

**35 Whitlingham Lane Railway Bridge**

Mr T Foreman provided a photographic overview of the Whitlingham Lane Railway Bridge following the Network Rail refurbishment. It was noted with some concern that the bridge was not painted while the scaffolding was up for some considerable time. It was proposed that the Town Clerk would contact Network Rail requesting that the work be undertaken.

**36 Proposed Sale of Griffin PH**

Mr T Foreman explained that the Griffin Public House on Yarmouth Road was being proposed for sale. Any interested parties have been advised to contact Norwich CAMRA. The Town Council noted this report.

**37 Thorpe Pavilion Nursery- Now known as Lime Tree Nursery.**

Mr T Foreman explained the issues and concerns that had been raised related to the nursery. A letter from Elizabeth Skinner gave the back ground decision to the nursery changes, now to be run as a private business rather than charity run with parent volunteers on the committee. Ms Skinner apologised for the chalk/paint and storage issues, assuring the committee these would not be repeated. It was **AGREED** to issue a new agreement for the nursery with a review to take place twice a year.

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

Pedestrian Crossing on St Williams Loke

Town Council meeting 4<sup>th</sup> July 2016

Date of next Plans meeting 13<sup>th</sup> June 2016

Date of next Finance & Staff meeting 20<sup>th</sup> June

With no other business the meeting concluded at 21.25hrs

Signed \_\_\_\_\_ (Chairman)

Date \_\_\_\_\_