

Thorpe St Andrew Town Council Meeting

Minutes of the meeting held on Monday 13 April 2015

1. Present:	Mr J Ward	Mr R Robson
	Mr I Mackie (Deputy Town Mayor)	Mr J Fisher
	Mr S Freeman-Pannett	Mr J Emsell
	Mr L Reeves	Miss S Lawn
	Mr N Hancock	Mrs T Mancini Boyle

Apologies: Mrs E Laming, Mr D. E. Eley, Mr J. Emsell

In attendance: Mr S. Ford (Town Clerk), Mr T. Foreman and a number of members of the public.

2. Declarations of interest: Mr J Ward and Mr I Mackie declared an other interest in Item 10 Village Hall update as members of Norfolk County Council.

3. To confirm the minutes of the Town Council meeting 2 March 2015.

The minutes of the Town Council meeting held on 2 March previously circulated were approved and signed as a true record following an amendment of the last six words of paragraph 23 being changed from “end of the next financial year” to “in March 2016.”

4. Announcements:

(i) Town Mayor Mr J M Ward’s reports on his activities during February 2015 were noted. Mr Ward said that this was the last meeting of the Town Council he wished to express thanks to town council members and staff for all their work and support during the past four years and expressed his hope that those members standing for election would all be re-elected. He also wished to thank the four retiring members for all their work during their term of office. Mrs E. C. Laming had taken the lead on a number of projects such as the Town Plan and had carried out an enormous amount of work for the council. Mr S. Freeman-Pannett had been a very active member of a number of committees and had been of invaluable assistance to the ground staff in particular by voluntarily working alongside them whenever they did not have the capacity to carry out necessary work at the busy times of the year. His assistance at the numerous Town Council events had been tireless and of huge value. Mr I. Roberts had been a valued member of the council since his election part way through the current term. Former chairman of the parish council for many years Mr D. Eley had served on the council for thirty-nine years and carried out an enormous amount of work and projects during that time. He also expressed thanks and best wishes to Town Clerk Steven Ford who was retiring at the end of April. He had worked with the council since 1992 and worked for the council for the past sixteen years.

(ii) Mr S Ford Town Clerk announced that Thorpe Ferry Ltd of Bungalow Lane had purchased a suitable boat and were hoping to start operating their ferry service as soon as licensing and access arrangements had been completed. He went on to advise that the council’s volunteer tree warden Mr P. Rope who had been badly injured in an incident a month earlier was no longer in the Norfolk and Norwich University Hospital. He was recuperating elsewhere in the city and details were available on request. The council expressed its sympathy and good wishes for his recovery. Mr Ford concluded his announcement with thanks to members and staff for their help and support during his years at the Town Council. Mr Ford’s last day in the office would be Thursday 30th April some sixteen years since commencing employment at the then parish council.

5. Public Participation

(i) Norfolk Constabulary – Were not in attendance however Beat Manager PC Sean Phillips had called at the Town Council office earlier in the week to advise on the crime figures for the previous month.

- (ii) County and District Councillors. Two reports from County Councillor John Ward were noted. There were no other reports.
(ii) Members of the public - see Addendum

6. Finance

- (i) **Payment of Accounts:** Voucher numbers March 1071 - 1202 totalling £46,719.04 on the 2014/15 payment list were signed and approved.
(ii) Voucher numbers April 1 - 22 totalling £30,248.78 on the 2015/16 payment list were signed and approved.
(iii) Bank Reconciliation Statement – The Bank Reconciliation Statement to 31 March 2015 showing a balance of £109,255.12p was noted.

7 Town Amenities Officers report.

The contents of the monthly report were noted.

8 Draft Minutes of Committee Meetings.

- (i) The draft minutes of the Plans Committee Meeting held on 9 March 2015 were noted.
(ii) The draft minutes of the Finance & Staff Committee Meeting held on 16 March 2015 were noted. Chairman Mr I Mackie said that Mr T Foreman (future Town Clerk) was in discussion with Mrs Emma Smith from FOTSAP with regard to progressing development of the parks.
(iii) The draft minutes of the Events Committee Meeting held on 23 March 2015 were noted. Miss S Lawn expressed her disappointment in the behaviour of some residents in relation to the circus at Dussindale Park. Miss Lawn confirmed plans for the St Georges Day event on 26th April 2015.

9. Planning Applications

20150360 4 Harvey Close

Single Storey Rear Extension

No objections in principle. It is considered that to protect the privacy of the adjacent property's bedroom window the kitchen window in the existing wall of the proposed development should be fitted with obscured glass. Alternatively the proposed window could be changed to a high level window that did not overlook the neighbouring property or the existing 4 foot fence could be replaced with a higher fence to prevent the kitchen overlooking the bedroom opposite.

20150299 Dussindale Nursing Home

Biomass Boiler

No objections provided the chimney is no higher than the 4.8m overall shown on the plans. There would be objections to the flue if it exceeded that height.

20150326 5 Lenthall Close

Single Storey Rear Extension

No Objections.

10. To Consider Tender for Provision of Construction Services at the Roxley Village Hall

Due to the confidential nature of the business that was transacted it was **RESOLVED** under Public Bodies (Admission to Meetings) Act 1960 to members of the press and public whilst tenders were considered for extension and improvements to the Roxley Village Hall. G. W. Gooch was appointed to carry out the work having submitted a tender of £246,338.00p.

(i) VAT on lettings

It was **RESOLVED** that as the de-minimus limit would be exceeded as a result of the extension and improvements to the Roxley Village Hall that HMRC would be informed that the work was likely to start in May and in order to recover VAT on the work the option to tax on room hire lettings would be requested. HMRC would be asked how and when the option to tax should be taken up.

11. The Recording of Public meetings.

The committee **REJECTED** the recommendation by Mr T Foreman to record all Town Council meetings.

12. River Green Bye Laws - update for consideration

The revised draft Bye Laws were considered to be generally satisfactory. Clarification on the wording of Schedule 4 paragraph 7 "Designated Area having a frontage to the River Yare" would be obtained and advice on the penalty that would be applicable for breaches of the byelaw. The Broads Authority would be requested to enforce the areas designated for mooring dinghies; at the present time dinghies were moored at various points along the length of River Green and were impeding mooring for visiting craft.

13. 2015/16 Charges for Commercial Dog & Litter Bin Emptying

It was **RESOLVED** to accept 2015/16 quotation from Broadland District Council for 2,288 dog/litter bin empties at a cost of £3.16p per unit. A total cost of £7,230.08p per annum.

14. Norfolk ALC Election of Executive Committee Members

The nomination form for the Executive Committee was noted. Applications for membership would need to be submitted by 24th July 2015.

15. Glass Recycling Scheme Credits update

Information from Berryman, the operators of the bottle banks at The Rivergarden and The Gordon public houses was noted. The service charge of £15 per tonne was noted. Recycling credits would be claimed from Norfolk County Council based on the tonnage collected.

16. Highways Improvements - Funding for two new SAM2 Units.

Information that the bid for two SAM2 units had been successful was noted. The County Council would contribute £3050 towards the £6100 total cost of the units.

17 Norfolk County Council - Local Flooding Update

An email containing links to the County Council's website where Flood and Water Management information could be obtained was noted. An attached questionnaire on flooding would be forwarded to the Hillcrest Road resident who had previously contacted the Town Council with flooding concerns.

18. Revised Allotment Letter for approval.

It was **AGREED** that the letter drafted by Mr T. Foreman informing tenants of allotments that were not in a satisfactory condition that their tenancy would be terminated if insufficient action had been taken to rectify the condition of the plot within two weeks would be sent.

19. CPRE Norfolk - Light Pollution Survey

A report showing obtrusive lighting was still a widespread issue in Norfolk was noted.

20. Report from the Highway Rangers

Information on work carried out by the Highway Rangers on their recent visits was noted.

21. Request for donation for Magpas

A request for a donation to the emergency medical charity Magpas based in Huntingdon that had attended 27 incidents in Norfolk in 2014 would be reconsidered in next financial year.

22. Request for donation to CAB

An acknowledgement for the donation that had been made to the organisation was noted.

23. Thank You letter from the East Anglian Air Ambulance

An acknowledgement for the donation that had been made to the organisation was noted.

Future Agenda Items. (Not for discussion)

Date of next Plans meeting Monday 20 April 2015

Date of next Finance & Staff meeting Monday 27 April 2015

Annual Public Meeting followed by Annual Town Council meeting 18 May 2015

Addendum

Mr & Mrs Philip Clay on behalf of residents of Hillcrest Road thanked the council and staff for all their support during the Pinebanks single road access application. He said that he had been in touch with Ocubis regarding the vacant bungalow on Hillcrest Road, which he had found to be insecurely locked and had petrol stored in the garden. Councillor Miss S Lawn thanked Mr Clay for all his efforts and hard work involved with the Pinebanks application.

Mr Malcom Martins thanked Steven Ford retiring Town Clerk for all his hard work and dedication to Thorpe St Andrews over the past years. He especially thanked him for giving his help and support to Thorpe St Andrew History Group. Mr Martins also thanked the members for all their efforts over the past 4 years. Councillor Miss S Lawn thanked Mr Martins for all his works on the Snippets publications.

Mr Graham Allison thanked Steven Ford for his work at the Town Council. He commented that he had noticed some changes in the River Green draft byelaws that would be considered at the meeting and enquired as to the penalties if the new byelaws regarding mooring were not upheld. The penalties were set out elsewhere in the draft byelaws publication and would cover all locations.