

## Thorpe St Andrew Town Council Meeting

### Minutes of the meeting held on Monday 7 September 2015

**98. Present:**

Mr J Ward (Town Mayor)	Mr R Robson
Mr I Mackie (Deputy Town Mayor)	Mr N Hancock
Mr P Berry	Mr J Emsell
Mr L Reeves	Mr F Bowe
Mrs T Mancini Boyle	Mrs J Fisher
Mr M Pickess	

**Apologies:** Mr N Shaw, Mr J Fisher, Mr R Wooden, Mr D Sears, Miss S Lawn

**In attendance:** Mr T. Foreman (Town Clerk), Ms Jan Jones (Business Chairperson, Thorpe Players), 3 members of the public

**99. Declarations of interest:** Mr J Ward and Mr I Mackie declared as members of Norfolk County Council an other interest in Item 108, 109 and 113, the update on the relocation of the Town Council offices, the refurbishment to Roxley Village Hall and SEN donation request. Mr F Bowe declared an interest in Item 114 Youth Offending Team as an employee of that service and would not take part in the discussion.

#### **100. To confirm the minutes of the Town Council meeting 3<sup>rd</sup> August 2015.**

The minutes of the Town Council meeting held on 3<sup>rd</sup> August 2015 were agreed and signed as a true record.

#### **101. Announcements:**

**(i)** Town Mayor Mr J M Ward's reports on his activities during August 2015. Among the engagements attended on behalf of the Town Council were the community café, the East Coast Truckers parade through the Town and the Merchant Navy Day flag raising. Mr J M Ward gave an interview to Anglia TV regarding the tragic drownings of two young people at St Andrews Broad. Mr J M Ward asked for the condolences of the Town Council to be recorded within the minutes. The report of Mr J M Ward was noted.

**(ii)** The Town Clerk advised that the Town Amenities Officer was currently on a leave of absence and asked for all amenities related enquires from members to be directed to the Town Council office in the first instance.

#### **102. Public Participation**

The Town Council considered the proposal to suspend the meeting to allow Public Participation, this was **AGREED**.

- (i) Norfolk Constabulary-** PCSO Michael Olesen reported on the latest crime figures for August. The Safer Neighbourhood Team had received a notification from city centre Police that there was an increase in van thefts across the area. Other items within the crime figures included an illegal traveller encampment at Broadland Business Park and anti-social behaviour at the Pinebanks development which is being tackled jointly with Broadland District Council. PCSO Olesen reminded members that the next SNAP meeting was 10<sup>th</sup> September 7.00pm at the Morse Pavilion.
- (ii) County & District Councillors-** Councillor Ian Mackie outlined the recasting of the Norfolk County Council budget, ongoing issues with parking on Yarmouth Road and Changes to the bus services in the area.
- (iii) Members of the Public-** Ms Jan Jones spoke on agenda item 118; Provision of User Group Storage. Ms Jones explained that the Thorpe Players had previously enjoyed full use of the cellar and accepted that the condition of the cellar and amount of items being

stored had become an issue. The estimated cost of hiring storage space elsewhere was up to £500 per annum. The recently implemented cost of paying for set-up time would also have financial impacts on the group. Ms Jones suggested that the lighting and some non-flammable props be stored in the cellar, or a storage room if this wasn't possible. Ms Jones also suggested placing a storage container on the site. Ms Jones was happy with the arrangement for the stage to be off limits to other users 3 weeks prior to a production and 2 weeks after a production for the sets to be erected and then removed.

**103. Finance**

- i. **Payments List voucher numbers 420 to 515** totalling £100,677.83 was agreed and signed
- ii. **Bank reconciliation** statement was agreed and signed

**104. Amenities Office Report-None  
Tree Wardens Report-None**

**105. Draft Minutes of Committee Meetings**

- i. **Plans Meeting 10th August 2015**  
The draft minutes were noted
- ii. **Finance and Staff 17<sup>th</sup> August 2015**  
The draft minutes were noted

**106. River Green Byelaws**

The Town Council received the amended By-laws from NP Law with an explanation of the penalty for breach is a maximum of level 2 on the standard scale, currently £500. It was proposed by Mr I Mackie, seconded by Mr N Hancock and on a show of hands with all in favour **RESOLVED** for the by-laws to be progressed through public consultation and registered with the Department for Communities and Local Government in due course.

**107. SAM2 Speed Reports**

The results of the SAM2 speed signs located for four weeks on the Ring Road was presented to the Council. Mr M Pickess asked if more specific speed details could be produced. Mr T Foreman said it was possible and to email any areas of interest to the Town Council office for the information to be charted. The Council noted this report.

**108. Update on Relocation of Town Council Office**

Mr T Foreman provided an update on the relocation of the Town Council office. The plans were being finalised and the building regulations would be applied for prior to the next Town Council meeting. It was **AGREED** for updates for this project to be passed to Finance and Staff as well as Town Council in the future.

**109. Construction and Refurbishment of Roxley Village Hall**

The work on the village hall was reported to the Town Council. Mr T Foreman explained that the colour theme throughout was navy blue and white as previously agreed. The colour of the kitchen would need to be decided in due course. It was **AGREED** for this choice to be delegated to the Town Clerk.

**110. Facility and Amenity User Agreements**

The Town Council considered the proposal to introduce user agreements in all the Town Council buildings and facilities. The Town Council discussed the amount of refurbishment currently taking place at the Village Hall and that there are a number of permanent users in other buildings who have not signed any user agreements. Mr T Foreman explained that it would be difficult to expect users to follow rules which they didn't receive prior to using the facilities. Currently, only sports users sign agreements with the Town Council. It was proposed by Mr J Ward, seconded by Mr J Emsell and on a show of hands with all in

favour **RESOLVED** for all permanent and temporary users be required to sign user agreements.

**111. Thorpe St Andrew Parks Project**

The Town Council received the feasibility report for the Thorpe St Andrew Park Project and the proposal of the Finance and Staff Committee to deliver the project on an ad-hoc basis dependent upon funding. The Town Council discussed the report and found it to be well informed, with sensible suggestions. It was proposed by Mr I Mackie, seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED** to

- Deliver the Parks project in-house, with professional management of any large projects as required
- Consult the residents of Thorpe St Andrew on their priorities for the park, with a survey to be included in the new Thorpe St Andrew News edition.

**112. Road Closure for Remembrance Service**

The Town Council considered the request to apply and enforce the road closure on Yarmouth Road for the remembrance parade as the local authority which will be in attendance. The Town Council **AGREED** this request as done in previous years.

**113. SEN Charity Donation**

A request for a donation from the SEN charity was received by the Town Council. A member felt that with the ongoing financial discussions, it might be prudent to consider this request in March 2016. A further member felt that we should provide support in the sum of fifty pounds. It was proposed by Mr R Robson, seconded by Mr N Hancock and on a show of hands with 11 members in favour **RESOLVED** to donate £50 to the SEN charity.

**114. Youth Offending Team Agreement**

Mr T Foreman gave an overview of the report proposing a service level agreement with the youth offending team. The team currently work with a number of Town and Parish Councils, as well as local groups to provide activities for young people who are engaged with the service. The Council discussed the types of added value tasks which could be undertaken by the service, and felt this would be of benefit to both the Youth Offending Service and the town. It was proposed by Mr J Ward, seconded by Mr I Mackie and on a show of hands with all in favour and one abstention, **RESOLVED** to enter a service level agreement with the Youth Offending team, with implementation delegated to the Town Clerk.

**115. Recruitment of Staffing and Salaries**

The Council received an oral report providing an update on the recruitment of staff and proposed salaries. It was explained that the Facilities Officer post would be re-advertised due to a lack of suitable candidates. The Amenities Maintenance post was successfully appointed to, with the candidate requesting a salary match at £17,000 in line with his current employment. It was highlighted that the salary range for the post was £14,500 to £17,500. Mr T Foreman further stated that should it be agreed, the Council should be mindful that another employee undertaking the role is currently on a lesser salary with more than 10 years' service. It was proposed by Mr I Mackie, seconded by Mrs Mancini-Boyle and on a show of hands with all in favour **RESOLVED** to:

- Match the salary to £17,000 per annum as requested
- Increase the salary of the existing employee to £17,000

**116. Renewal of Truck Lease**

Mr T Foreman gave an oral report relating to the lease of the Ford Ranger truck. It was previously agreed to explore purchasing the truck as it was thought unlikely to be offered

under lease due to its age for a further year. The lease company has since agreed to a further year due to the low mileage. It was therefore **AGREED** on a show of hands to continue the lease for a further term at a cost not to exceed £278 per month.

**117. Broads Authority Enforcement on Thorpe Island**

The Town Council were given an update on the current planning enforcement on Thorpe Island. It was explained that the landowner had submitted papers to the Court of Appeal regarding the High Court judgement. Mr T Foreman explained that the residents had spent in excess of £85,000 in legal fees and that there was an ongoing legal cost to the Broads Authority. Mr J Emsell stated that the area was looking in a poor state and that the Town Council had a responsibility to the neighbouring residents. The Council therefore discussed the idea of requesting Broadland District Council undertake a Compulsory Purchase Order on the Town Council's behalf. Mr T Foreman explained that this could be explored as a deliberate frustration of the planning enforcement could be considered a ground for the Compulsory Purchase Order, although due to the cost of the process, support would be required from a neighbouring authority or group. It was proposed by Mr J Emsell, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** for

- the Town Council to make a formal proposal to Broadland District Council to progress a Compulsory Purchase Order on behalf of the Town Council
- the Broads Authority to be contacted requesting financial support for the Compulsory Purchase Order process

**118. Provision of User Group Storage**

The Town Council thanked Ms Jones for her comments during the Public Participation section of the meeting. The Council received the report into storage in all the Town Council buildings and accepted that there was a need for some users to be provided with appropriate storage. The amount of storage available was discussed and the prevailing opinion was that the buildings should be kept clean, tidy and free from clutter. Particular concern was highlighted that the Town Council insurer had insisted that items stored within the Village Hall be removed due to fire risks. The proposal from the Thorpe Pavilion Nursery to take over the Groundsman's store and use as storage was also discussed. It was proposed by Mr J Ward, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** that

- There would be no right to storage in Town Council buildings, and each request by users would be considered individually
- The basement would be free from user group property, with the exception of lighting to be stored for the Thorpe Players
- The Thorpe Players to be allowed a cubicle in converted toilets to store non-flammable props.
- The Thorpe Pavilion Nursery request for more storage be refused.
- All user groups at the Fitzmaurice Pavilion to rationalise their belongings
- The details for implementation of storage be delegated to the Town Clerk.

**119. Update on Bowls Club Lease**

Mr T Foreman stated that he has met with the Bowls Club regarding the new lease and further meetings were likely to take place in the coming weeks to discuss any concerns the Recreation Bowls Club had with regard to terms. This report was noted.

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

With no other business the meeting was closed at 9.40pm

Town Council meeting 5<sup>th</sup> October

Date of next Plans meeting Monday 14 September 2015

Date of next Finance & Staff meeting Monday 21<sup>st</sup> September 2015  
Date of next Events & Media meeting to be confirmed

Signed \_\_\_\_\_(Town Mayor)

Date \_\_\_\_\_