

THORPE ST ANDREW TOWN COUNCIL MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 13 MAY 2024 AT 7:30PM

1. ELECTION OF TOWN MAYOR

It was proposed by Mr J Fisher, seconded by Mr P Berry and duly unanimously **RESOLVED** that Mr F Bowe be appointed as Town Mayor. Mr F Bowe signed the acceptance of office form.

2. ELECTION OF DEPUTY TOWN MAYOR

It was proposed by Mr J Fisher, seconded by Mr P Berry and duly unanimously **RESOLVED** that Mr S Snelling be appointed as Deputy Town Mayor. Mr S Snelling signed the acceptance of office form.

3. COMMITTEE/WORKING GROUP TERMS OF REFERENCE AND MEMBERSHIPS

Members considered the report of the Chief Executive Officer inviting them to approve the Terms of Reference of Committees of the Town Council.

RESOLVED to approve the Terms of Reference for the Planning and Environment Committee and Finance and Staffing Committee as set out in the report.

Membership of Committees

RESOLVED that membership of Town Council Committees/Panels for 2024/25 would be as follows:

Planning & Environment Committee: Mr J Fisher, Mr F Bowe, Mr S Snelling, Ms C Ferris, Mr D Buck, Mr D Wiseman, Mr P Berry

Finance & Staffing Committee: Mr J Emsell, Mr F Bowe, Mr S Snelling, Mr S Court, Mr J Ward, Ms L Barrett, Mrs L Skinner, Mrs M Friend, Mr P Berry

4. APPOINTMENT TO MEMBER CHAMPION POSITIONS AND ALLOTMENT PANEL

RESOLVED to re-appoint Mr F Bowe as the Member Champion for Armed Forces.

RESOLVED to re-appoint Mr S Snelling as the Member Champion for Dementia Support.

RESOLVED to appoint the following members to the Allotment Panel: Mr F Bowe, Mr S Court, Mr D Buck and Mr J Fisher as reserve member.

5. PRESENT:

Mr F Bowe (Town Mayor)
Mr D Wiseman
Mr D Buck
Ms C Ferris
Ms L Barrett
Mrs M Friend
Mr J Ward
Mr T Garner

Mr S Snelling (Deputy Town Mayor)
Mr S Court
Mr J Fisher
Ms J Bailey
Mr J Emsell
Mr C Eden
Mr P Berry

Apologies: Mrs L Skinner

In attendance:

Mrs M Barron (CEO), Mrs R McCarthy (OM and RFO), Mrs D Wheatley (Administrative and Communication Officer), Mrs L Weston (Administration and Committee Officer), Mr J Calver (Parks and Estates Manager) and five members of the public were present.

6. DECLARATIONS OF INTEREST

Cllr Snelling declared an interest in agenda item 13.

7. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 4 MARCH 2024

The minutes of the meeting held on 4 March 2024 were agreed and signed as a true record.

8. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 8 APRIL 2024

The minutes of the meeting held on 8 April 2024 were agreed and signed as a true record.

9. ANNOUNCEMENTS (For information only)

- (i) The Town Mayor – Report as tabled earlier for the Annual Public Meeting
- (ii) The Town Clerk – Update on the LED Street Lights application, the Public Loan Board has a few minor queries, we should know very soon whether we can go ahead with the works, which should save the council a huge amount of money. Neighbourhood Plan referendum passed with 87.4% support of the people that voted and will be formerly adopted by BDC on 29 July 2024. Lastly, an onsite meeting took place with the play area contractor and unless anything drastic happens, it's fully expected to have the play area in place for the summer holidays.

10. PUBLIC PARTICIPATION (Limited to 3 minutes per speaker)

- (i) Norfolk Constabulary – Report received at the Annual Public Meeting
- (ii) County and District Councillors – Members noted the report as tabled by Cllr Ward along with the verbal report dated 12 May, updating members on the highlights for the last year and the key priorities for this year.

Cllr Eden raised concerns from parents over the potential costs that Thorpe school is considering charging the new intake of pupils for Chrome Books. This was confirmed by other members and office staff who had heard similar. The CEO advised that the council has no control over this issue but advised that FOI requests have been submitted to the school and that the school had underestimated the fall out.

Cllr Wiseman visited Cllr Skinner at the playgroup based at the Town Hall, being very impressed with the set up and energy levels of the staff.

Cllr Berry reported that the traffic situation at the top of Harvey Lane and Gordon Avenue has recently improved and the untaxed vehicles have been moved.

- (iii) A member of the public asked a question about the boat inspections at River Green and who would be paying for these. As this was a question for BDC, Cllr Bailey was able to answer on their behalf. The same member of public asked if the council was setting up a Ltd Company, the CEO was able to confirm that it was.

11. FINANCE

- (i) Financial Statement 1/4/23 to 31/3/24 -

RESOLVED that the financial Statement be approved and signed.

- (ii) Variance Notes -for the financial statement 1/4/23 to 31/3/24 -

RESOLVED that the Variances be approved.

- (iii) Income, Expenditure, balance Sheet and Adjustments 1/4/23 to 31/3/24 -

RESOLVED to approve these submissions.

- (iv) End of Year earmarked reserves – the RFO provided members with full details of the Earmarked Reserves, which included an update on the Anglian Water allotment issues at both sites. Cllr Snelling highlighted the improved interest rates and now would be the time to explore the best rates to get a reasonable return on the reserves.

RESOLVED to approve the Reserves.

- (v) Payments List as tabled,

RESOLVED to approve the Payments List.

- (vi) Bank Reconciliation Statement as at 31/3/24

RESOLVED to approve and sign the Bank Reconciliation Statement.

- (vii) Insurance and Assets – No disposals during 23/24 and the new additions recorded,

RESOLVED to approve the Assets register.

12. POLICIES – For Review

a) Constitution

The Town Council considered the report of the CEO relating to the Town Council Constitution.

It was **RESOLVED** unanimously to approve the Constitution as presented.

b) Standing Orders

The Town Council considered the report of the CEO relating to the Town Council Standing Orders.

It was **RESOLVED** unanimously to approve the Standing Orders as presented.

c) Financial Regulations – members advised of two amendments.

The Town Council considered the report of the CEO relating to the Town Council Financial Regulations.

It was **RESOLVED** unanimously to approve the Financial Regulations as presented.

d) Annual Administration

The Town Council considered the report of the CEO relating to the Town Council Annual Administration.

It was **RESOLVED** unanimously to approve the Annual Administration as presented.

e) Complaints Policy Documents

The Town Council considered the report of the CEO relating to the Town Council Complaints Policy.

It was **RESOLVED** unanimously to approve the Complaints Policy as presented.

f) Information and Data Protection Policy

The Town Council considered the report of the CEO relating to the Town Council Information and Data Protection Policy.

It was **RESOLVED** unanimously to approve the Information and Data Protection Policy as presented.

g) Vexatious requests and publication scheme

The Town Council considered the report of the CEO relating to the Town Council Vexatious requests and publication scheme.

It was **RESOLVED** unanimously to approve the Vexatious requests and publication scheme as presented.

h) Media Policy

The Town Council considered the report of the CEO relating to the Town Council Media Policy.

It was **RESOLVED** unanimously to approve the Media Policy as presented.

i) Scheme of Delegation

The Town Council considered the report of the CEO relating to the Town Council Scheme of Delegation.

It was **RESOLVED** unanimously to approve the Scheme of Delegation as presented.

j) CCTV Policy – members advised of an amendment.

The Town Council considered the report of the CEO relating to the Town Council CCTV Policy.

It was **RESOLVED** unanimously to approve the CCTV Policy as presented.

k) Open Green Spaces Memorial Policy – members advised of an amendment.

The Town Council considered the report of the CEO relating to the Town Council Open Green Spaces Memorial Policy.

It was **RESOLVED** unanimously to approve the Open Green Spaces Memorial Policy as presented.

l) Code of Conduct

The Town Council considered the report of the CEO relating to the Town Council Code of Conduct.

It was **RESOLVED** unanimously to approve the Code of Conduct as presented.

m) Health and Safety Policy Statement

The Town Council considered the report of the CEO relating to the Town Council Health and Safety Policy Statement.

It was **RESOLVED** unanimously to approve the Health and Safety Policy Statement as presented.

13. Dementia Support Group Governance Agreement- tabled.

Members noted the report to formalise the existence of the Dementia Support Group by setting up a new committee of volunteers and officers, with a constitution that meets the aims and objectives of the group. Cllr Snelling thought it an ideal time to pass over the responsibility to volunteers, with a custodial agreement and the CEO concurred.

Cllr Eden gave thanks to the Deputy Mayor, Debbie Wheatley and the Town Council, the group is going from strength to strength and he's pleased to support the group with part of his Cllr grant.

It was **RESOLVED** to accept the new proposal and constitution.

14. Correspondence:

A: Request for traffic calming – Dussindale Drive

The RFO briefed the members of a call received from a resident who wished for speed bumps to be installed along Dussindale Drive, before each roundabout, and asked for Council to champion it with Highways.

B: Request for car parking off Whitlingham Lane

The correspondence was noted and discussed. The CEO will contact the person to discuss again.

C: Request for 20mph on Yarmouth Road

The correspondence was noted and discussed. It was felt that the impact of the redevelopment of the bus route along Yarmouth Road would need to be known.

D: Correspondence from Landowner regarding use of space

Correspondence was noted and Cllr Emsell asked the CEO to organise a site visit to clarify the plan, as there are concerns with crossing the railway line with children.

The CEO will make enquiries with the landowner for a site visit, which will be open to Cllrs who are available to attend.

Meeting Closed at 8:48pm

Signed:

Dated: