

**Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 24 July 2023 at 7:30pm**

1 PRESENT:

Mr F Bowe (Town Mayor)	Mr C Eden
Mr S Snelling (Deputy Town Mayor)	Ms C Ferris
Mr D Wiseman	Mr J Ward
Mr T Garner	Mr D Buck
Ms L Skinner	Mr P Berry
Ms L Barrett	Mr J Emsell

APOLOGIES: Ms J Bailey, Mr S Court and Mr J Fisher

IN ATTENDANCE: Mrs R McCarthy (OM/RFO), Mr J Calver (Parks Supervisor), Mrs D Wheatley (Administration and Communications Officer), Mrs L Weston (Policy and Committee Officer), and two members of the public.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Skinner and Cllr Snelling both declared an interest in matters relating to item 11 on the agenda.

3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 3 July 2023.

The minutes of the meeting held on 3 July 2023 were signed and approved as a true record.

4 ANNOUNCEMENTS (For information only)

No announcements from the Town Mayor or the Town Clerk but Cllr Berry informed members that the funeral of former Town Councillor, Richard Wooden will take place on 1 August 2023 at Colney Woodland Burial Park.

5 PUBLIC SESSION

It was proposed and duly seconded that the meeting be suspended to allow members of the public to address the meeting.

(i) Norfolk Constabulary – No report.

(ii) County and District Councillors – Members noted the report from Cllr Ward.

Cllr Emsell clarified the position on funding for rough sleeping in the area after some confusion following a recent newspaper report.

(iii) Members of the public – No comments.

6 FINANCE

(i) Q1 Budget Monitoring Report – The RFO gave explanations to any significant budget variances and the end position for Q1. Noted.

7 DRAFT MINUTES OF COMMITTEE MEETINGS

Draft minutes of the Planning & Environment Committee held on 10 July 2023 were noted.

8 HIGHWAYS PARKING RESTRICTIONS

The request to support a change to parking restrictions on an area of Yarmouth Road was considered. After some discussion regards potential costs and limitations, Cllr Bowe made a proposal to investigate further, seconded by Cllr Buck and agreed by a show of hands.

9 MEMORIAL POLICY REVIEW

The Town Council reviewed the policy and considered the reasons for making the required amendments to the existing policy as presented by the OM.

It was proposed by Cllr Bowe, seconded by Cllr Snelling and with a show of hands with all in favour **RESOLVED** to adopt the revised policy, with the overall procedure for memorials to be reviewed and presented to Council at a later date.

10 SOCIAL MEDIA REPORT AND POLICY REVIEW

The Town Council noted the report and reviewed the policy as presented.

It was proposed by Cllr Bowe, seconded by Cllr Buck and with a show of hands and all in favour **RESOLVED** to adopt the Social Media policy as presented.

11 PLANNING APPLICATIONS

2023/1737 11a Belmore Road Extension to out-building (PB)
The Town Council, in its capacity as statutory consultee, raises no objection.

2023/1429 44 Gordon Avenue Formation of porch detail (JF)
The Town Council, in its capacity as statutory consultee, raises no objection.

2023/1833 6 Western Avenue Removal of two redundant red brick chimney stacks on west side, making good rook with tiles to match (SS)
The Town Council, in its capacity as statutory consultee, raises no objection.

BA/2023/0291/TPOA River Green,
Yarmouth Rd T1: Horse Chestnut – reduce primary stems by approximately 6m as per pruning diagram to reduce wind loading on defects. Some pruning points may not conform to traditional BS:3998 guidance. Reduce limb at 5.5m Overhang footpath by up to 5m as per pruning diagram to reduce loading in defect and remove footpath as target. Pruning will not conform to traditional BS:3998 guidance (JF)

The Town Council, in its capacity as statutory consultee, raises no objection but would support the views of the Tree Officer.

12. To Consider a Motion to Exclude Press and Public From The Meeting Under The Public Bodies (Admission to Meetings) Act 1960, As Amended By The Local Government Act 1972, Due To The Disclosure of Personal Information.

Motion proposed by Cllr Bowe and members of the public were asked to leave the meeting.

13 APPOINTMENT OF CEO

Following interviews earlier in the month, it was proposed by Cllr Bowe, seconded by Cllr Snelling, that members endorse the unanimous decision of the appointment panel regarding the selection process. It was **RESOLVED** to appoint Ms Michelle Barron to the position of Town Clerk/CEO by show of hands with all in favour, with the appointment commencing Monday 11 September 2023.

FURTHER AGENDA ITEMS (Not for Discussion)

None

Cllr Eden offered congratulations to Thorpe St Andrew Girls U13's Football Team on becoming the National Champions..... tbc

Meeting closed at 8:25pm

Chairman _____

Date _____