

**Thorpe St Andrew Town Council  
Minutes of the Town Council meeting  
held on 7 October 2024 at 7:30pm**

**1 Present:**

Mr F Bowe (Town Mayor)	Mr J Emsell
Mr S Snelling (Deputy Town Mayor)	Ms J Bailey
Mr P Berry	Mrs M Friend
Mr S Court	Mr C Eden
Mr J Fisher	Ms C Ferris
Mr D Buck	Ms L Barrett

**Apologies:** Mr T Garner, Mr D Wiseman, Mr J Ward, Mrs L Skinner

**In attendance:** Mrs R McCarthy (RFO and OM), Mrs D Wheatley (Administrative and Communication Officer), Mr J Calver (Parks and Estates Manager), Mrs L Weston (Administration and Committee Officer) and 4 members of the public.

**2 Declarations of interest in items on the agenda – None.**

**3 To confirm the minutes of the Town Council meeting held on 9 September 2024.**

The minutes of the meeting held on 9 September 2024 were signed and approved as a true record.

**4 Announcements**

**4.1** On the 13 September the Town Mayor, with support from Jason Calver, raised the RAF ensign for the Battle of Britain Day. He attended the 150<sup>th</sup> Railway Disaster Anniversary church service on 15<sup>th</sup> September, which was very well supported.

**4.2** Town Clerk – Follow up to a previous meeting, the Operational Manager (OM) confirmed a speeding report published for Norfolk was written several years ago. The issue has been flagged with the council's contact at Norfolk Police, also waiting to hear from the Parish Partnership regarding the matter.

An ongoing issue with an ornate hedge impeding pedestrian access on Yarmouth Road has been dealt with by Norfolk County Highways. It will be part of their regular inspections to ensure the resident complies with the trimming request. Also, correspondence received from Cllr Mackie on the verge parking issue in the same area clarified that funding was initially provided for the grass matting therefore the installation of bollards in the verge wouldn't be supported by County Council. The original providers of the bench on Harvey have confirmed they will purchase a replacement. The office will ascertain who owns the land and seek permission prior to install.

The office has received the first proof of the next newsletter and will endeavour to get it delivered to residents before the 2 November. The Licencing application at Fitzmaurice Park received 3 comments at the deadline, one was from BDC which the OM was able to respond to. The Broads Authority removed a boat overstaying at River Green, charging the council approximately £800 for the service. The office has completed the end of allotment year, with 190 tenants and 9 nonpayers, which will be followed up.

The OM wished to commend Jason Calver for his quick and selfless action responding to a report of a hedge fire at the Sir George Morse Park. The Fire Service struggled to gain access to the fire, which was safely extinguished by Jason, averting a far more serious incident occurring.

**5 Public Participation – To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 mins each.**

**5.1 Norfolk Constabulary** – Report from PC Jennings noted.

**5.2 County and District Councillors** – Report from Cllr Ward noted. Cllr Berry informed members that BDC were offering Carbon Literacy training sessions, if interested contact Cllr Berry, Cllr Eden or Cllr Bailey.

**5.3 Members of the public**

A member of the public informed Cllr Snelling that the Standard Bearer for Remembrance was unavailable, and asked how to report problems with streetlights.

Father James thanked all councillors who attended the two services to commemorate the Train Disaster's 150<sup>th</sup> anniversary. Notice was given of Thorpe Players performance in October based on the rail disaster, which is sold out. Thanks also to those that attended the Harvest Thanksgiving and Harvest Lunch. Notice given of the Autumn Fair, 26<sup>th</sup> Oct 11-3pm at the St Andrews Centre.

**6 Finance**

6.1 Payments List VR's 444 - 530 – Noted. Cllr Berry queried lines 456 and Cllr Court the regularity of the streetlighting bills.

6.2 Bank Reconciliation Statement – The statement was approved and signed as a true record.

6.3 Application for Business Debit Card – A verbal explanation to recent events leading to this request was given by the RFO. It was **RESOLVED**, with 9 in favour and 3 against, to authorise the RFO to apply for a business debit card.

6.4 Disposal of Asset – The RFO gave a verbal report for the disposal of the Avant. It was **RESOLVED** with a unanimous show of hands to approve the disposal of the asset.

6.5 Compact Tractor Lease – Brief outline of the report attached given by the Parks & Estates Manager. Conversation followed from Cllrs around pros and cons of lease versus purchase, and the best overall financial option. It was proposed by Cllr Snelling, seconded by Cllr Court, with a unanimous show of hands **RESOLVED** to choose option C of the report and the cheapest of the two methods provided.

**Action** – Parks & Estates Manager to clarify the position at end of lease for option C.

**7 Events update**

**Car Boot Sale** – A successful event, well attended with 49 stalls, interest shown for these to continue next year,

**Book Sale** – Saturday 12 October, 10 –1 pm, all books 50p.

**Fireworks** - Ticket sales going very well at this stage, maximum attendance 7,500.

**VE Day** – The office met with a representative from 'Lives of the Past' regarding the VE Day 80<sup>th</sup> Anniversary, which will be a 'Country Fair' event to be held on 8 May 2025, with a street party vibe. Cllr Buck asked Father James to check the church archives, for anything referring to the original VE Day that might be useful.

**8 Projects Overview**

The OM presented the Projects Overview Report included in the pack and Cllr Berry thanked the OM for bringing matters to Cllrs attention.

It was **RESOLVED** to set up a working group to oversee the Morse Regeneration project, with the following councillors volunteering; Cllr Bailey, Cllr Fisher, Cllr Ferris, Cllr Buck, Cllr Berry and Cllr Snelling.

Support for continuing to proceed with River Green matters in conjunction with purchase of the car park to the rear of the Rushcutters was discussed. It was **RESOLVED** that Cllr Emsell would speak to Politis Consulting regarding the contractual position.

Cllr Emsell volunteered to lead on the Anglia in Bloom project, if support is willing from the community.

**9 Appointment of Health & Safety/HR Consultants** – The OM gave an overview of the attached report.

It was proposed by Cllr Berry, seconded by Cllr Emsell and with a show of hands, nine in favour, two against and one abstention, it was **RESOLVED** to support the recommendation, option B for 36months, with the OM to ascertain if a break clause could be agreed.

**10 It was RESOLVED 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 Exclusion of Press and Public - All members of the public left the meeting.**

**11 Extension to overtime arrangements**

The OM asked members to consider an extension to the end of the year given the current exceptional circumstances.

It was proposed by Cllr Emsell, seconded by Cllr Berry, with a unanimous show of hands it was **RESOLVED** to agree to the extension.

**12 Personnel Matters**

The Town Mayor updated members on the personnel matter in hand, which was extensively discussed.

It was proposed by Cllr Bailey, seconded by Cllr Ferris and a unanimous show of hands, it was **RESOLVED** to offer an apology to the officers affected, and commence a full process review.

**Future Agenda Items (Not for Discussion)**

River Green lease/company

**Meeting Closed at 9.50pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_