THORPE ST ANDREW TOWN COUNCIL

Thorpe St Andrew Town Council

Minutes of the Town Council meeting held on Monday 3 November 2025 at 7.30pm at Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF

Members' Present:

Mr S Snelling (Town Mayor)	Mr J Emsell
Mr S Court (Deputy Town Mayor)	Mr D Wiseman
Mr C Eden	Mrs L Barrett
Ms J Bailey	Mr D Buck
Ms C Ferris	Mr R Pointer
Mr J Fisher	Mr J Ward

In attendance: Mrs S Bristow (Town Clerk), Mrs L Weston (Administration and Committee Officer), and 1 member of the public.

1 Apologies considered:
It was resolved to accept the apologies of Cllr Friend, Cllr Bowe, Cllr Berry and Cllr Garner.

2 Declarations of interest in items on the agenda – No Declarations of Interest declared.

3 Adjournment of meeting to allow for public questions. (15 mins, max 5 mins per speaker)

The meeting was adjourned to allow members of the public to speak.

A report from the Thorpe St Andrew Tree Wardens was tabled by Cllr Bailey at the start of the meeting. Joanne Collins (Tree Warden) made members aware of an opportunity to apply for some Broadland District Council (BDC) funding, Future for Nature Fund, a grant of £5000, available to community groups. The tree project currently being worked on would meet the objectives of the grant and applications must be received by 21 November. Cllr Bailey suggested using the Arboretum proposal to save some time. Cllr Pointer suggested a site visit would help and to include the Parks Team to get their thoughts and ideas. Joanne also asked the Council if they would hold the funds, if successful. The Town Clerk agreed to this request and would ensure the funds are ringfenced.

It was proposed by Cllr Fisher and seconded by Cllr Emsell and with a unanimous show of hands, it was **RESOLVED** to take this paper to the Planning and Environment Committee Meeting on 10 November as an agenda item.

It was **agreed** that a site visit would take place this week, Joanne will advise of her availability and the Town Clerk will coordinate a site visit along with the availability of the Parks Team and Councillors.

Cllr Emsell would like to know why there are two Tree Wardens as the Council is unaware of a second appointment. Joanne will ensure the Council receives an email to explain the second appointment.

4 To Receive Councillor Reports

4.1 County Councillors – Cllr Fisher and Cllr Ward had nothing to add**.**

4.2 District Councillors Reports

Cllr Bailey nothing to add.
Cllr Emsell advised of the forthcoming BDC Planning meeting this Wednesday and is disappointed by the lack of community engagement, with less public meetings and consultations with developers.
Cllr Fisher advised members that he will be attending Wednesday's meeting and speaking on behalf of the Town Council, confirming the decisions made by the Council on the four planning applications.
Cllr Eden paid congratulations to Cllr Emsell and all the staff and volunteers involved with the Firework Event. Unable to attend himself but he had heard it was professionally managed and went very well. The next morning Cllr Eden visited the park and was very impressed with the tidy up.

5 Announcements (for information only)

5.1 The Town Mayor gave a heartfelt thank you for an unforgettable fireworks night, thanking everybody involved for what was a spectacular success. With the support of amazing volunteers, staff and councillors giving up their time to help make it a success. This year, the combination of the fireworks, lasers, a fantastic live band, a wide and diverse range of food stalls, and a fairground all came together to make an excellent night. The firework event was the first for the new Town Clerk, along with some very newly appointed staff, it was a true team achievement.

The Remembrance Parade is on Sunday 9 November, commencing at 10.30am, with a Church Service at 11.20am, return walk at 12.30pm. The service will also honour those that returned with physical and mental illnesses. Father James has engaged with youth organisations to join the parade, and we would welcome as many Councillors as possible that can make it.

Busy working on the local Poppy Appeal, the Town Mayor is encouraged by the number of volunteers and generous donations. Thanks to all the local volunteers that freely give their time to support the community.

5.2 The Town Clerk advised members that 3 new staff had joined the team, they've settled very quickly and working well with other members of staff. There will be a firework debrief meeting but thank you to everyone involved, including the Matthew Project for their help too. Glenn, a new member of the Parks Team, took some great photos of the event, some of which will be shared on social media. Members of staff are also supporting the Remembrance Parade and the Town Clerk asked as many Councillors as possible to join the parade and walk together. A short update was given on the two Christmas events, the River Green event and the Father Christmas Grotto at

Fitzmaurice Park but no Light Trail this year. The Tree report is an agenda item, but the Town Clerk gave her thoughts on the report/strategy.

6 Minutes of the Town Council Meeting held on 6 October 2025.

6.1 The minutes were considered, and an amendment noted. It was **RESOLVED** to accept the minutes of 6 October 2025 and duly signed as a true and accurate record.

Amendment to item 17: Heading should read Thorpe History Group.

6.2 Matters arising - Cllr Bailey asked for clarity on the firework ticket credits on the previous ticket selling app. Cllr Snelling explained how the previous system worked and there were no credits left on the old app.

7 Minutes of the Planning Committee Meeting held on 13 October 2025

7.1 To note the minutes – The minutes were noted.

8 Minutes of the Finance Committee Meeting held on 20 October 2025

8.1 To note the minutes – The minutes were noted, Cllr Court clarified the bus stops for the minutes, Boulderside Close, Barber Place and Laundry Lane.

9 Finance: (reports attached)
To review and consider any action necessary

9.1 Monthly Accounts for Payment – Members **approved** the payments list. The Town Clerk is withholding an invoice to review the contract in place for HR and H&S Support.

9.2 Money Received – Noted

9.3 Bank Rec September 2025 - Members **approved** the September 2025 Bank Rec

10 **Fireworks, Remembrance Sunday and Christmas**

An Events meeting will be arranged to discuss future events.
The Town Mayor reminded everyone of the Civic Awards event at The Cottage on 28 November, details to follow soon.
The Christmas lights at River Green will be switched on at 5.30pm on 30 November and Councillor/Volunteer support is required from 2 to 7pm. Cllr Fisher confirmed he would be attending the Remembrance and Christmas events, apologising for not attending the firework event but remarked on the cleanliness of the field the next morning; from what he had heard it was an exceptional event.

11 Tree Report

11.1 Report Received – Cllr Fisher thought it was a very good report/strategy and covered everything required, although a bit generic. The Town Clerk and Parks Team weren't as impressed. Cllr Bailey thought the Tree Wardens would find the document useful to gain knowledge of the Town's trees.

It was proposed by Cllr Bailey, seconded by Cllr Ferris and with all in favour it was **agreed** to obtain comments from the Parks Team and resubmit the Tree Strategy at the next meeting.

11.2 Acacia Trees – These trees are an invasive variety and spreading in Thorpe St Andrew, especially at the Fitzmaurice Park. The Town Clerk will prepare a map of the locations and send on to the Tree Wardens for advice.

11.3 Chestnut Tree at River Green – The Town Clerk will request a quote from the Tree Surgeon for the specified remedial works and make an application to BDC and the Broads Authority (BA) to approve the works.

12 Governance:
12.1 Any Training Requirement – None stated.

13 Correspondence: (see associated papers) To review and consider any action necessary.

Basketball Hoops – The resident has requested an update on the provision of basketball hoops on the Fitzmaurice Park. The Town Clerk will ask the resident for a proposal to take to the Town Council for a decision.

14 Items for Next Agenda
14.1 Items considered for the next agenda

- Calendar of events and commitment from Councillors to attend the events
- An events meeting to discuss Christmas and a debrief of the firework event
- Thorpe St Andrew News

15 Date of next meetings at Roxley Hall 7.30pm
Planning Committee Meeting Monday 10 November 2025
Full Town Council to attend the Finance Committee Meeting to discuss Precept & Budget Setting Monday 17 November 2025
Full Town Council Meeting Monday 1 December 2025

All meeting dates noted.

EXCLUSION OF THE PRESS AND PUBLIC – Members of the Public had left the meeting**.**

16 Staffing Contracts and Handbook
The Staff Handbook was deferred.
Cllr Court requested that an unnecessary line in the payment sentence of staff contracts be removed and the Town Clerk will add a line clarifying events and annual leave.
All councillors voted in favour of the contract changes.

17 Morse Building Project - The Town Clerk gave an update with news from BDC regarding 106 funding from Postwick with Witton Parish Council, which has a specific criterion for spending that could benefit the Fitzmaurice building; and in turn allow changes to the Morse building.

18 Building Security – Quote received to replace all external (£1293.42) and internal locks (£1715.60). The quote does not include fitting; this will be completed by a member of the Parks Team. On completion, site users will be issued with keys to access only the areas they require.
All councillors voted in favour of the quotation and subsequent works.

With no further business the meeting was closed at 9.25pm

Chairman _____

Date _____

THORPE ST ANDREW TOWN COUNCIL

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