

## Thorpe St Andrew Town Council Meeting

### Minutes of the meeting held on Monday 4<sup>th</sup> January 2010

**1. Present:** Mr R. S. James (Town mayor)  
Mr J. M. Ward (Deputy Town Mayor) Miss S. P. Lawn  
Mr A. J. Barber Mr E. A. Newberry  
Mr J. Emsell Mr R. Robson  
Mr S. Freeman-Pannett Mr G. Rowe  
Mrs E. C. Laming Mr D. R. C. Spooner

**Apologies:** Mr G. Allison, Mr D. E. Eley, Mr J. F. Fisher,  
Mr I. J. Mackie, Mr N. Shaw

**In attendance:** Mr S. J. Ford

**2. Declarations of interest:** Mrs E. C. Laming declared a personal interest in agenda item 10 Thorpe Marshes. Mr J. M. Ward declared a personal interest in any matters relating to Norfolk County Council and Broadland District Council as a member of those councils. Mr J. Emsell, Miss S. P. Lawn, Mr A. J. Barber and Mr J. M. Ward declared a prejudicial interest in agenda item 13 as trustees of Dussindale Park Community Trust and would leave the room when those matters were discussed. Mr R. Robson and Miss S. P. Lawn declared a personal interest in agenda item 25 Broadland Homewatch Association as Chairman and Vice Chairman of the scheme.

### **3. To confirm the minutes of the meeting held on 7<sup>th</sup> December 2009**

(i) The minutes of the meeting held on 7<sup>th</sup> December 2009, previously circulated to members were approved and signed following the removal of the word unanimously from paragraph 9 and the substitution of the words “nem con – no one opposed.” Mr S. Freeman-Pannett declared a personal interest in payment vouchers 876 & 877 as an employee of Ben Burgess Ltd” was added to Declarations of Interest.

(ii) Matters arising from the minutes: None.

### **4. Announcements:**

(i) Town Mayor: The Town Mayor, Mr R. S. James congratulated the committee, members and staff and who had organised the recent Christmas concert. The performers had been excellent and the sketch by the Vineyard Church being especially well received.

(ii) The Town Clerk, Mr S. J. Ford announced that following the article on the Parish Plan and proposed film in the Town newsletter a resident had come forward who wished to produce the film of the Parish Plan as seen through young residents’ eyes. He was a media studies teacher and would contact Thorpe St Andrew School to meet students that would be interested in taking part in the project. Mr Ford had attended a multi agency meeting at the District Council shortly before Christmas where plans for modernising the River Green toilets were considered. The District Council had decided to take two proposals further; one could see the construction of a glass roof over the front courtyard with a commercial unit and the toilets at the river end. The other

proposal was less radical and would have unisex toilets to the front and the existing ladies toilets closed.

#### **5. Public Participation:**

The Town Mayor then put forward a motion, seconded by Mr J. M. Ward to suspend the meeting to enable members of the public to speak. Following a vote the meeting was suspended to enable members of the public, Town and District Councillors to speak. Notes on the public session are attached as an addendum to the minutes of the Town Council meeting.

#### **6. Payment of accounts**

(i) Cheque numbers 003810 – 003827 totalling £12,617.83p, on the 2009/10 payments list were approved and signed.

#### **7. Tree Warden's report**

The content of the monthly report was noted. Mr P. Rope offered apologies for being unable to attend the meeting

#### **8. Draft minutes of committee meetings**

##### **Plans Committee**

The draft minutes of the Plans Committee meeting held on 9 November and 21<sup>st</sup> December 2009 were noted. The draft minutes of the Plans Committee meeting held on 21<sup>st</sup> December 2009 were noted. The Transport Minister would be contacted and advised of the Town Council's strong objections to the removal of the slip road from the southern bypass that formed part of the proposed new road network at the A47 Postwick hub.

##### **Finance and General Purposes Committee**

The draft minutes of the Finance and General Purposes Committee meeting held on 14<sup>th</sup> December 2009 were noted. The committee had considered the budget previously put forward. Owing to a forecast drop in the number of Band D properties on which the precept was based it had been necessary to make some adjustments to keep the forecast increase to 3%. A revised budget showing a precept required of £303,228.00p it was unanimously recommended by the committee to the Town Council. Mr J. M. Ward proposed, seconded by Mr G. Rowe that the revised budget be adopted and on a show of hands it was **RESOLVED** to accept the recommended budget; Mr A. J. Barber and Mr E. A. Newbury abstained from voting.

#### **9. Update on the St Andrews Park roundabout**

The sponsor's new signs carried an acknowledgement of working with the Town Council on the signs.

#### **10. Update on the marshes**

Information that legal action was underway to move on a boat that had been moored on Crown Point land at Thorpe Marshes was noted. A chestnut fence had been erected to deter unauthorised mooring; however the boat had already moored when contractors erected the fence and a gap in the fencing had been left which would be filled in when the boat left.

### **11. Update on Olive's garden**

Further works were expected to be carried out by the Rotary Club and Horticultural Society in the spring.

### **12. Update on River Green improvements**

Formal notification of planning permission had been received. The works were out to tender and the CDM Coordinator had been appointed.

### **13. Town Council rent**

Mr A. J. Barber, Mr D. E. Eley, Miss S. P. Lawn and Mr J. M. Ward left the room before any discussions took place. The District Valuer had provided a rental valuation of £3000 plus 10% of the cost of services such as heating, lighting, business rates, water charges etc for the office at Dussindale Community Centre. It was **AGREED** to offer the Trust £2,800 plus 10% of the service charges from 1<sup>st</sup> April 2010 when the Trust formally raised a rent demand.

Mr A. J. Barber, Mr D. E. Eley, Miss S. P. Lawn and Mr J. M. Ward then rejoined the meeting.

### **14. Norfolk County Council – Schedule of works to replace street lighting columns**

Information on the County Council's column replacement programme for the town was noted.

### **15. Norwich Area Transportation Strategy**

Information on the consultation with the general public and key stakeholders was noted.

### **16. Town Plan**

It was **AGREED** to print the Town Plan as it stood. Mr E. A. Newberry had raised a number of concerns with aspects of the plan; these would be discussed with the clerk.

### **17. Work experience placements**

Information from The Exchange, Norwich on schools that they worked with to provide work experience placements was noted. Thorpe St Andrew School would be contacted and offered the opportunity of a two week work experience placement for one student.

### **18. Hillside allotment site**

It was **AGREED** to look into future use possibilities such as extending the car park, nature reserve or housing development for the northern part of the site that was currently uncared for.

### **19. Dussindale Park recreation ground play area fencing**

It was **AGREED** to defer consideration of extending the fencing around the play area with chain link fencing to the next meeting.

## **20. Damage to staff vehicles**

A window on a member of staff's car had been smashed whilst parked at the Laundry Lane Recreation Ground car park. It was **AGREED** that although it was possible that youths the staff member had moved on from the recreation ground for using foul language in front of toddlers and carers in the play area might have been responsible the Town Council could not contribute to the cost of replacement.

## **21. Quality Clerks**

The Deputy and Assistant Clerks would be thanked for undergoing training and congratulated on gaining Quality Clerk status by passing the Certificate in Local Council Administration qualification.

## **22. Uncleared proposals to be automatically added to the next Town council agenda**

It was **RESOLVED** that as per standing orders uncleared proposals should be numbered and added to the next Town Council agenda.

## **23. Dussindale Park**

It was noted that Dussindale Park was descriptive of the whole area served by Dussindale Drive and that it should not be used just to describe the area around the Fitzmaurice Pavilion. The area would be known as Dussindale Park recreation area.

## **24. Additional notice board**

It was **AGREED** that one of old notice boards would be relocated in the Plumstead Road / Woodside Road area when a suitable location was found.

## **25. Broadland Homewatch Association**

Since central reorganisation of operation of the scheme communication had been very poor. The current organisers would be contacted and the Town Council's disappointment at the way communications were progressing would be expressed.

## **26. Local housing need – Thorpe St Andrew**

Information from the District Council that there were 35 households currently living in Thorpe St Andrew in the emergency, gold and silver bands that required 2 bedrooms and 16 households needing 3 bedrooms in the emergency, gold and silver bands was noted. The figures did not include households who had close family living in the town who needed to move to Thorpe St Andrew to support family. The accompanying Local Lettings Policy was also noted.

## **27. National Association of Local Councils – National Conference survey**

Information on the National Conference and accompanying survey was noted.

## **28. Norfolk County Council – introduction of part night lighting**

Information on roads that were being considered by the County Council to be turned off between midnight and 5am in Dussindale was noted. It was

**RESOLVED** to inform the County Council that turning off alternate lights would be supported by the Town Council.

**29. Norfolk Association of Town Council – Invitation to meeting**

The association invited members and officers to a meeting at Sprowston Manor on 26 January between 2 – 4pm to meet with Association officers to discuss help and advice, issues good or bad and training needs.

**30. National Association of Local Councils – Report of the Chief Executive**

The contents of the report were noted.

**31. Boundary Committee – Advice to the Secretary of State**

The contents of the report were noted. A response would be sent stating the Town Council preferred the Status Quo on local government reorganisation. However if this was not possible the single unitary authority for Norfolk proposed by Norfolk County Council would be supported.

**32. Discussion document presented by Mr R. S. James**

Mr James had circulated a discussion document on council procedures and asked members to consider its contents and respond directly to him by the end of the month.

**33. Empty Homes Seminar**

Information on the seminar was circulated and noted.

**34. Future agenda items**

None.

The meeting closed at 10.08pm.

**Date of next meeting:** 1<sup>st</sup> February 2010

**Addendum to Town Council minutes of meeting held on 4 January 2010**

**5 (i) Public Session**

P.C.S.O. M. Seaman provided background information on the last month's crime figures which overall were extremely low. There were no major concerns at the present time and the Safer Neighbourhood Police team continued to be active locally to deal with problems as and when they arose.

**County Council**

Mr J. M. Ward said that street lighting and gritting in the recent spell of bad weather were the main concerns at the present time. The Postwick Hub road improvements had been given planning permission and objections to the Highways Authorities proposals to close the slip road from the A47 to the Meridian Business Park needed to be lodged by Town Council and individuals by the 19 January.