

## Thorpe St Andrew Town Council Meeting

### Minutes of the meeting held on Monday 1<sup>st</sup> March 2010

<b>1. Present:</b>	Mr R. S. James (Town Mayor)	Mrs E. C. Laming
	Mr J. M. Ward (Deputy Town Mayor)	Miss S. P. Lawn
	Mr G. Allison	Mr I. J. Mackie
	Mr A. J. Barber	Mr E. A. Newberry
	Mr D. E. Eley	Mr R. Robson
	Mr J. Emsell	Mr G. Rowe
	Mr J. F. Fisher	Mr N. Shaw
	Mr S. Freeman-Pannett	Mr D. R. C. Spooner

**Apologies:** None.

**In attendance:** Mr S. J. Ford, Mr P. Rope, Town Tree Warden

**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 A. J. Barber declared a personal and prejudicial interest in agenda item 17 encroachment of land at Dussindale Park and would leave the room when those matters were discussed. Mr S. Freeman-Pannett declared a personal interest in vouchers relating to Ben Burgess Ltd as an employee of the company.

### **3. To confirm the minutes of the meeting held on 1<sup>st</sup> February 2009**

The minutes of the meeting held on 1<sup>st</sup> February 2010, previously circulated to members were approved and signed.

### **4. Announcements:**

None.

### **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 001336 – 001393 totalling £29,668.06p, on the 2009/10 payments list were approved and signed.

(ii) Annual Review of Risk Assessments of Buildings, street furniture or other fixed assets. Having reviewed the risk assessment was **RESOLVED** to approve the document with the addition of a column next risk level headed Likelihood with a numbered 1 -5 assessment of the risk with 1 being high and 5 low.

- (iii) Review of Financial Regulations. Having reviewed the Financial Regulations it was **RESOLVED** to approve the document following amendments to ensure consistency throughout the document.
- (iv) Annual Review of the Effectiveness of Internal Control. Having reviewed the Effectiveness of Internal Control following amendments it was **RESOLVED** to approve the document following amendments to ensure consistency throughout the document.
- (v) Annual Review of the Effectiveness of Internal Audit. Having reviewed the Effectiveness of Internal Audit following amendments it was **RESOLVED** to approve the document following amendments to ensure consistency throughout the document.

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

The content of the monthly report was noted. Mr Rope had attended the monthly Tree Warden meeting where bats had been the main topic under discussion. Information on Tree Preservation Orders at 17 Boulton Road, 40a Harvey Lane and 12 Gordon Avenue was noted.

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

### **Plans Committee**

The draft minutes of the Plans Committee meeting held on 8<sup>th</sup> February 2010 were noted.

### **Events and Media and Publications Committees**

Mr J. Emsell gave a verbal report on the joint meeting of the committees that had been held on 15<sup>th</sup> February 2010.

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

Mr J. Ward gave a verbal report on the meeting that had been held on 22 February 2010. At the meeting it had been agreed to recommend that Norwich Fringe Project should be responsible for the future management of Thorpe Marshes with financial assistance from the Town Council. It had been agreed to go ahead with new four wheel drive truck; replacing the tractor had been deferred for another year. The Recreation Ground car park needed resurfacing and it was likely that a loan would be needed if members agreed to the resurfacing in the 2010/11 financial year. A number of other projects had been considered and prioritised as necessary.

## **9. Update on the marshes**

Norwich Fringe project would be advised of the Finance and General Purposes committee's recommendations regarding the management of Thorpe Marshes.

## **10. Update on Olive's Garden**

The Rotary and Horticultural clubs were progressing establishment of the garden. It was **AGREED** to donate a bench to the project in memory of Councillor Olive Campbell who had put forward the idea of a garden prior to her death in 2008.

#### **11. Update on River Green**

The CDM manager would be asked to start the project as soon as possible. Mr I. J. Mackie offered to assist in the implementation of the project and meet weekly with the Clerk.

#### **12. Town Plan**

The Town Plan had been printed and distribution would be carried out as soon as possible.

#### **13. Thorpe St Andrew Burial Trust**

The Charity Commission had been asked to comment on actions taken by the Burial Trust in respect of the request to transfer the surplus land to the Town Council. The reply would be brought to the next meeting.

#### **14. Amendments to standing orders**

Amendments would be considered further when the committee review had taken place.

#### **15. Committee discussion document**

It was **AGREED** to hold a special meeting on the discussion document on Tuesday 13 April 2010. Apologies were received from Mr R. Robson, Mr D. E. Eley and Mr S. Freeman-Pannett.

#### **16. St Andrews Football Club**

It was **AGREED** there were no objections to a request to mount two CCTV cameras on a 5 metre high pole behind the clubhouse in the fence/hedge line with a duct excavated and buried between the post and the club house.

#### **17. Encroachment of land at Dussindale Park**

At this point in the meeting Mr A. J. Barber left the room having declared a prejudicial interest in the matter. The developers who had originally conveyed land that had been encroached by the construction of a garage had accepted the District Valuer's valuation and agreed to the sale of the area of land affected. It was **RESOLVED** to instruct Norfolk County Council Legal Services department to bring to a conclusion settlement of the encroachment as soon as possible. Mr A. J. Barber then rejoined the meeting.

#### **18. Norfolk Association of Village Halls**

An invitation to a meeting at Upton Village Hall to hear a member of the Police Authority speak on problems affecting village halls was noted.

#### **19. Proposal from Councillor Eley regarding confidential items at Town Council meetings**

Mr D. E. Eley agreed to withdraw his proposal until further advice had been received.

#### **20. Changes to bus pass eligibility**

Information that the qualifying age for a bus pass would rise from 60 to 65 over a ten year period was noted.

**21. Decision on unitary government for Norfolk**

Information that the Secretary of State had announced that the original proposal for a unitary Norwich should be implemented was noted.

**22. Future Jobs Fund**

Information that the organisation employed 40 young people who could carry out community projects such as painting, decorating, plastering, carpentry or tiling was noted.

**23. Future agenda items**

Information on Town Council leases would be placed on the next agenda.

The meeting closed at 10.08pm.

**Date of next meeting:** Annual Meeting 12<sup>th</sup> April 2010

Note: Annual Meeting of Town Council 7.30pm Monday 10<sup>th</sup> May  
followed by 2010

Annual Public Meeting 7.30pm Tuesday 11<sup>th</sup> May 2010 at the Village  
Hall, Yarmouth Road

## **Addendum to Town Council minutes of meeting held on 1 March 2010**

### **5 (i) Public Session**

P.C. Sam Stolworthy provided background information on the last month's crime figures that continued to be extremely low. A SNAP meeting would be held at Thorpe School on 16 March 2010; the meeting was open to all. P.C. Stolworthy drew attention to the B & Q Community Grant scheme that could provide energy saving products and other material to community organisations.

#### **County Council**

Mr J. M. Ward said that a judicial review of the unitary council proposals was under way. There were implications that could see the term of office extended for those councillors that were affected by the elections on May 6<sup>th</sup>.

Mr I. J. Mackie reported that the County Council had launched a legal challenge and had said that transitional arrangements were not sustainable on the present boundaries. There were many issues that would require solutions such as the transfer of staff to Norwich City Council, transition of other assets such as schools, park and ride as well as a new adult and childrens services portfolio. Reciprocal payments would be required for children who attended schools in the city and vice versa for city children who attended county schools.

#### **Dussindale Park Community Trust**

Mr D. E. Eley, Chairman of the Trust said that a new caretaker/cleaner had been appointed for Dussindale Community Centre and would start on 19 April.