

Thorpe St Andrew Town Council Meeting

Minutes of the meeting held on Monday 10th May 2010

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

Apologies: Mr D. R. C. Spooner, Mr N. Shaw, Mr I. J. Mackie,
Mr J. F. Fisher, Mr P. Rope, Town Tree Warden

In attendance: Mr S. J. Ford

2. Declarations of interest: 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.

3. Election of Town Mayor

Mr R. S. James was proposed by Mr J. M. Ward and seconded by Mrs E. C. Laming. There being no other candidates Mr R. S. James was elected Town Mayor and the Town Mayor's declaration of Acceptance of Office was duly completed. Mr E. A. Newberry requested that his vote against the election of a Town Mayor was recorded.

4. Election of Deputy Town Mayor

Mr J. M. Ward was proposed by Mr R. S. James and seconded by Mr S. Freeman-Pannett. There being no other candidates Mr J. M. Ward was elected Deputy Town Mayor. Mr E. A. Newberry requested that his vote against the election of a Deputy Town Mayor was recorded.

5. To confirm the minutes of the meeting held on 12th & 13th April 2010

The minutes of the meetings held on 12th & 13th April 2010, previously circulated to members were approved and signed following the addition of Mrs E. C. Laming, Mr N. Shaw and Mr S. Freeman-Pannett to the list of attendees on 13th April

6. Announcements:

The Clerk gave notice of meetings at Broadland District Council on 17 June to discuss the Site Allocations Document that would become part of the Local Development Framework. The meetings would be brought to the attention of the Plans Committee to enable a recommendation on the document to be brought to a future meeting. The Clerk informed the meeting that an application had been made by Beaver Homes Ltd to demolish the Woodside public house in Thunder Lane. The District Council had written to the company to advise that planning permission was not required; demolition of the former public house fell within the framework of permitted development.

7. 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, the Chairman of Dussindale Park

Community Trust, Town and District Councillors to speak for no longer than 5 minutes each. Notes on the public session are attached as an addendum to the minutes of the Town Council meeting.

8. Accounts

(i) The contents of the Statement of Income and Expenditure 01/04/2009 – 31/03/2010, Balance Sheet 31/03/2010, Financial Statement and Variances 01/04/2009 – 31/03/2010 were noted. It was **AGREED** to look at the cost of the P.W.L.B. loan to see if Capital Reserves would be better used to repay the loan. The R.F.O. would be asked if the loan and buildings owned by the town council could be shown on the balance sheet. It was considered that a report setting out long term assets should appear on the balance sheet.

(i) Cheque numbers 003961 – 004015 totalling £29,744.00p, on the 20010/11 payments list were approved and signed.

(ii) It was **RESOLVED** to approve the appointment of Mrs P. James as Internal Auditor for the 2009 - 2010 financial year.

9. Tree Warden's report

The content of the monthly report was noted. Two walks with the Tree Wardens (around Dussindale/Business Park and Griffin Lane) would take place in May. Information on a Tree Preservation Order at 1 Old Rectory Close was noted.

10. Draft minutes of committee meetings

Finance and General Purposes Committee

The draft minutes of the Finance and General Purposes committee meeting held on 19th April 2010 were noted. It was **AGREED** to look at the cost of operating the bowls club to explore future options. It was **RESOLVED** to accept the recommendation for a 48 month lease of a four wheel drive Ford Ranger Tipper XL 2.5TDCi 143PS 4 x 4 truck at a cost of £328.00 per month.

Community Building Working Group

The draft minutes of the meeting held with users and members of the public on 20th April 2010 were noted. Mrs E. C. Laming said the meeting had been very successful and lots of users had attended. The overwhelming feeling arising from the meeting was that a hall should continue on that site.

Plans Committee

The draft minutes of the Plans Committee meeting held on 26th March 2010 were noted.

11. Appointment of Committees

Mr G. Rowe, Miss S. P. Lawn, Mrs E. C. Laming and Mr R. Robson agreed to serve on the River Green Working Group. Mr S. Freeman-Pannett, Mr R. Robson, Mr A. J. Barber, Mr E. A. Newberry, Mr D. E. Eley, Mr J. F. Fisher and Mr D. R. C. Spooner agreed to serve on the Plans Committee. It was **AGREED** to merge the former Events and Publications and Media committees into a single working group. Mr R. S. James, Mr S. Freeman-Pannett, Mr J. Emsell, Miss S. P. Lawn, Mr G. Allison, Mr R. Robson, Mr A. J. Barber, Mrs E. C. Laming, Mr J. F. Fisher, Mr J. M. Ward and Mr N. Shaw would serve on the new working group as well as members of the public. Olive's Garden working group would comprise of Mr D. E. Eley, Miss S. P. Lawn, Mr J. Emsell, Mrs E. C. Laming, Mr D. R. C. Spooner, Mr R.

Robson, Mr D. Sayer, Mr C. Payne together with members of the Thorpe Rotary and Horticultural Society.

12. Appointments to outside organisations.

(i) Dussindale Park Community Trust

Mr D. E. Eley, Mr A. J. Barber, Mr J. Emsell, Miss S. P. Lawn and Mr J. Ward would continue as trustees of the charity.

(ii) Mr S. Freeman-Pannett would replace Mr R. S. James as Town Council representative at S.N.A.P. meetings.

(iii) Mr E.A. Newberry would continue to represent the Town Council at C.P.R.E. and Bittern Line meetings.

13. Update on Olive's Garden

Further work was expected to be carried out shortly by the Rotary Club and Horticultural Society.

14 Update on River Green

The contractors had advised the landscape architect that their projected start date would be late August/September. The architect would be informed that this start date was acceptable.

15 Thorpe St Andrew Burial Trust

An article in the Town Newsletter had asked for comments and representations from residents on proposals for an affordable housing development being considered by the Burial Trust. Two emails received from residents on the Town Council allotment waiting list suggesting the site be used for allotments rather than affordable housing were noted.

16. Encroachment of land at Dussindale Park

An email from Norfolk County Council Legal Services setting out costs to the resident concerned that would arise from the sale of the land that had been encroached was noted.

17. Community Building condition survey

Mrs E. C. Laming had put forward a proposal for Norfolk Property Services to undertake a general survey of the Village Hall, Fitzmaurice Pavilion, Morse Pavilion and Bowls Club and in the case of the Village Hall an additional survey was undertaken of the site to give an approximate cost of rebuilding a new hall with additional features identified by the Community Building Working Group. Following a discussion on the proposal Mr E. A. Newberry proposed an amendment for all council owned properties to be surveyed. The amendment was carried with six votes cast in favour and three against. The substantive motion was then put and carried with six votes in favour and three abstentions. Mrs E. C. Laming proposed that the survey should seek the cost of refurbishment and the cost of demolishing and rebuilding the Village Hall. It was **RESOLVED** with eleven votes in favour to proceed on that basis.

18. Examination into the Joint Core Strategy for Broadland

Information on the Pre-Hearing public exploratory meeting that would be held by the inspectors later in the month was noted. Mr E. A. Newberry said that he would be attending the meeting as a member of the public.

19. Amendments to standing orders

Model standing orders and legal advice from the National Association of Local Councils was examined and amended. The revised Standing Orders are attached as an addendum to the minutes.

20. Picnic area – Whitlingham Lane

Information that ownership of an area of Thorpe Marshes where an area of land formerly leased by the Council from Norwich Union had changed was noted. The lease had expired but as a Business Tenancy under the Landlord and Tenant Act 1954 the Town Council could continue to occupy the site on the original terms until such time as a new tenancy was agreed. A letter from the Clerk setting out the details and offering to pay the peppercorn rent was noted.

21. South Hill Road notice board

A local business had asked if the old council notice board at South Hill Road could be retained for use by the adjacent kitchen and bathroom businesses. The businesses would be advised that the council would be using the notice board elsewhere. Grounds staff would be asked to remove the notice board as soon as possible.

22. Joint Core Strategy

The Plans Committee would be asked to make a recommendation for a response seeking the views of the Town Council on proposals contained within the draft Joint Core Strategy for Broadland, Norwich and South Norfolk.

23. Local Council Advisory Service Spring Bulletin

The contents of the bulletin were noted.

24. Infopost Information case

Details of the double A4 information case were noted.

25. Invitation to Norfolk ALC meeting at Sprowston

Information on an invitation to attend a Meeting of the Association to consider allotment administration at Sprowston Parish Council and a request for Resolutions for Debate at the A.G.M. of the association was noted.

26. Norfolk Disability Information Service

The organisation requested information on facilities, clubs and organisations for inclusion on it's database of facilities suitable for use by disabled persons.

24. Future agenda items

Mr S. Freeman-Pannett raised concerns regarding the lack of upgrading to the flashing amber lights at the Plumstead Road East pedestrian crossing.

The meeting closed at 10.22pm.

Date of next meeting: Monday 14 June 2010

Addendum to Town Council minutes of meeting held on 10 May 2010

5 (i) Public Session

County and District Councils

The report on activities at Norfolk County Council and Broadland District Council given by Mr J. M. Ward is attached to the notes on the public session.

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. Consideration was being given to the construction of a mezzanine floor in the main hall. A feasibility study would be set in motion once the original plans had been passed on by Broadland District Council.