

Thorpe St Andrew Town Council Meeting`

Minutes of the meeting held on Monday 7th September 2009

1. Present: Mr R. S. R James (Town Mayor) Mrs E. C. Laming
Mr J. M. Ward (Deputy Town Mayor) Miss S. P. Lawn
Mr A. J. Barber Mr I. J. Mackie
Mr J. Emsell Mr G. Rowe
Mr D. E. Eley Mr R. Robson
Mr J. F. Fisher Mr D. R. C. Spooner

Apologies: - Mr S. Freeman-Pannett, Mr E. A. Newberry, Mr G. Allison
Mr N. Shaw

In Attendance: Mr S. J. Ford (Town Clerk)

2. DECLARATIONS OF INTEREST: Mrs E. C. Laming declared a personal interest in agenda item 10 Thorpe Marshes. Mr I. J. Mackie and Mr J. M. Ward declared a personal interest in any matters relating to Norfolk County and Broadland District Councils as members of those councils. Mr J. Emsell declared an interest in agenda item 15 as an allotment holder.

3. To confirm the minutes of the meeting held 3rd August 2009
The minutes of the meeting held on 3rd August 2009, previously circulated to members were approved and signed.

4. Announcements

The Clerk said that he had met with representatives of the Dussindale Allotment Association earlier in the day; they supported the actions taken in respect of terminating tenancies of residents who moved out of Thorpe St Andrew.

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. Notes on the public session are attached as an addendum to the minutes of the Town Council meeting. The Town Mayor then closed the public session after members of the public, County and District Councillors had spoken and re-convened the meeting.

6. Payment of Accounts

Cheque numbers 003606 – 003643 totalling £19,335.01p, on the 2008/09 payments list were approved and signed.

7. Tree Wardens' Report

The contents of the monthly report were noted. Mr P. Rope said that the Broads Authority had launched a tree warden scheme; he had not been aware of this when the first meeting was held. Mr Rope had considered the tree assessment report for River Green and would support any proposals for the removal of the five poplars at the western end of River Green; they were now 25 years old and were the wrong variety in the wrong place. The Amenities Officer's views on boundary trees circulated at the last meeting were supported. Mr Rope had attended a site meeting at Dussindale Park and considered that careful consideration of trees and vegetation in the dell was needed before the slide was put in place. Currently it was dark and depressing. Confirmation had been received of Tree Preservation Orders 36 and 42, number 48 was still awaited.

8. Draft Minutes of Committee Meetings

Publications and Media Committee

The draft minutes of the meeting held on 21st July 2009 were noted. The 8 page mono newsletter that had been circulated to publicise the August Festival had been well received.

Plans Committee

The draft minutes of the meetings held on the 10th August 2009 were noted. Strong objections had been made to the planning application for Brook Farm and the northern part of the Business Park.

Events Committee

The draft minutes of the meetings held on the 17th August 2009 were noted. The September car boot sale had been the second most successful to date. It was likely the Christmas lights event would be held on Saturday 28 November due to a clash with an event at The Forum.

Finance and General Purposes Committee

The draft minutes of the meetings held on the 24th August 2009 were noted. It had been resolved to go ahead with the purchase of the slide at the Dell, Dussindale Park and to recognise the Dussindale Allotments Association when properly formed.

9. St Andrews Park roundabout

The sponsor had changed the contractor who was carrying out mowing following advice from the Clerk on suitable contractors. It was now being cut by the team who carried out the verge cutting in Thorpe St Andrew. It was **AGREED** that the sponsor, Shalom Care Home, would be thanked for their sponsorship that had created a very attractive entrance to the town. It was hoped that in the future additional planting could improve the appearance of the roundabout for vehicles travelling east. The Amenities Officer was intending to change the statues as previously requested however the mountings and post dimensions for each statue were different. The swap around of statues would be made as soon as the problems were resolved and new fixings required were made.

10. Thorpe Marshes

A letter from Irelands Chartered Surveyors setting out fees they would charge if they acted on behalf of the council in obtaining additional grant income for the marshes was noted. It was **RESOLVED** to contact the relevant government agencies to assess potential grant income they may be able to make available. The working group should then meet and take forward the viability of the project and report the findings to the Town Council. It had been resolved by the Town Council to proceed to the next stage with negotiations to adopt the Marshes on a ten year lease at the annual meeting held on 18 May 2009.

11. Olive's Garden

An email from the Rotary Club said that there was nothing further to report although the possibility of seats from River green being made available was of interest.

12. Update on River Green improvements

All the pre-planning application documents had been received and the planning application would be made by the Clerk as soon as possible.

13. Pigeon folders

The Assistant Clerk, Mrs C. Watkins suggested to reduce postage cost non urgent correspondence is put into individual folders from the beginning of each week for each councillor. The contents could be collected whenever members passed the office; otherwise they would be posted at the end of each week. It was **AGREED** this was an excellent idea and should be implemented at once. Mr J. M. Ward moved that papers for the Town Council meeting should revert back to Wednesday mailing to

further reduce postage costs by the two mailings that arise due to the papers being sent out when the papers are sent out nine clear days before the day of the meeting. It was **RESOLVED** that a decision could not be made until a report from the office staff was received regarding the practicalities of mailing the papers on the Tuesday of the week before the meeting.

14. Thorpe St Andrew Festival

Mr J. Emsell said the River Green Festival had been a success, the International Food Fair organised by Broadland District Council was especially popular. The District Council had provided the tent for the food fair and a Circus act for the Sunday afternoon. The quiz that had been organised by Mr A. Sursham of Broadland Boat Club had been very successful and The Offbeats band was excellent and had played until 10pm to an appreciative audience.

15. Allotments

A letter from an allotment holder who was aggrieved that their tenancy was being terminated and the correspondence sent prior to the notice of termination was considered. The Notice to Quit was confirmed, staff had acted in accordance with the allotment rules regarding tenants who moved out of Thorpe St Andrew. A member of the public had complained about an unattended fire at 11pm on Saturday 29 August that was emitting a very unpleasant smell. The site was inspected and it was found to be on a plot where the tenant had been given notice to quit. It appeared that a mattress had been burnt together with a quantity of plastic roofing sheets. There was a considerable amount of rubbish on the plot unrelated to allotment gardening and the Clerk was instructed to ask the tenant to remove the waste matter or send a bill for clearance if it remained on site after 30 September 2009.

The Town Mayor, Mr R. S. James, had set out a range of issues relating to tenancy issue, it was **RESOLVED** that these should be referred to the Finance and General Purposes and that a thorough review of the Allotment Garden Rules be carried out.

16 Amendment to Standing Orders

It was **RESOLVED** that standing order 67 be amended by adding "No member of the public may speak for more than 5 minutes". The resolution had been carried out in accordance with standing order 76 in that having been proposed and seconded at the August 2009 meeting the motion had stood adjourned until the next ordinary meeting of the council.

17. Road closures – drainage works

It was noted that Beechwood Drive, Booty Road, South Hill Road and Plumstead Road East would be closed for drainage works for 25 weeks in total. The scheme would see surface water discharged into a culvert in Racecourse Plantation. The County Councillor, Mr N. Shaw, would be requested to obtain information from the engineers as to why the works are being engineered against the natural flow into a culvert in Racecourse Plantation rather than the main sewer that runs down Yarmouth Road. There were concerns that extensions to the main surface water drainage system had not been carried out for many years.

18. Letter of introduction – Chloe Smith M.P.

(i) A letter of introduction from the newly elected member of Parliament Chloe Smith giving contact details was noted.

(ii) The contents of a copy letter from a resident to Ms C. Smith regarding speeding traffic and the need for traffic calming measures on Plumstead Road East were noted and supported. A letter would be sent to Ms Smith M.P. supporting the residents call for traffic calming measures.

The suggestion of a mini roundabout at the junction with South Hill Road was strongly supported. Ms Smith's attention would also be drawn to the Councils

concerns on the drainage scheme that was to be carried out in Plumstead Road East and some neighbouring roads.

19. Norfolk Association of Local Councils – Invitation to AGM

An invitation to attend the Annual General Meeting of the association at Hevingham on 12 September 2009 was noted.

20. Postwick Park and Ride – Over 60's parking arrangements

Information on a monthly parking permit that Over 60 Bus Pass holders could obtain at the Postwick Park and Ride was noted. The County Council would be asked if this could be extended to an annual pass with proof of ownership of the vehicle being a condition of issue to prevent possible misuse.

21. South Norfolk Gypsy and Traveller DPD

Information on the Council's Gypsy and Traveller Development Plan Document – Public Consultation was noted.

22. Norwich Fringe

An acknowledgement of the £100 donation to the organisation was noted.

23. Rackheath Eco Community

Information on a public meeting that would be held at Rackheath on 17 September on the subject of The Governments Decision on the Eco Community at Rackheath was noted.

24. Matthew Project

A report on the work the project had carried out at Dussindale Park that had been prepared by Town Mayor Mr R. James was noted.

28. Future agenda items

Mr J. Emsell asked if a letter of thanks could be sent to Mr A. Sursham of Broadland Boat Club for organising the quiz at the River Green Festival. A donation to the club would be considered at the next meeting.

Date of next meeting 5th October 2009 at the Dussindale Centre 7.30pm.