

## THORPE ST ANDREW TOWN COUNCIL

### MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> MARCH 2008

**PRESENT:** Mr R. S. James (Town Mayor)  
Mr A. J. Barber  
Mr J. F. Fisher  
Mr D. E. Eley  
Mrs E. C. Laming  
Miss S. P. Lawn  
Mr I. J. Mackie  
Mr E. A. Newberry  
Mr G. Rowe

**1. Attendance book and apologies for absence.**

The attendance book was circulated and signed by those present. Apologies were received from Mrs O. M. Campbell, Mr N. Shaw, Mr D. R. C. Spooner, Mrs Y. Utting and Mr J. M. Ward (Deputy Town Mayor).

**2. Declarations of interest in items on the agenda.**

Mr I. J. Mackie declared a personal interest in agenda item 23, correspondence received from a resident, as a member of Norfolk County Council.

**3. To confirm the minutes of the meetings held on the 3<sup>rd</sup> February 2008**

The minutes of the meetings held on the 3<sup>rd</sup> February 2008, previously circulated to members, were approved and signed.

**4. Announcements (For information only).**

The Town Mayor, Mr R. S. James had attended the recent SNAP meeting at Thorpe St Andrew School. Sgt Rachel Cork had reported that action decided on at the last SNAP meeting had been taken up and the police had successfully targeted anti social behaviour; often this was alcohol related. Test purchases had been made at Sainsbury's and the One Stop shop and this had established that they were fully complying with the law to ensure they were not selling alcohol to under age youths. It had been established that in some cases parents were supplying alcohol to under age children.

A crackdown had been carried out on cyclists who were using pavements; in some cases after dark with no lights. Two cannabis factories had been raided on Dussindale.

There had been a long spate of graffiti in the town; the culprits had been identified and two arrests had been made. Local police officers had carried out two speed checks recently and a street meeting had been held at River Green to enable residents to speak directly to members of the Police Safer Neighbourhood team. Current targets for action included anti social behaviour in the South Hill Road and Primrose Crescent areas. Broadland District Council would target fly tipping and dog fouling. Misuse of River green toilets continued to be a concern.

The Salvation Army would be introducing street pastors at the end of March to engage with youth on the streets of the town.

The Clerk, Mr S. J. Ford announced a number of meetings that would take place during the month that would help to take forward a range of issues currently under consideration. New lamp heads that emitted white light would be fitted to footway columns in Spinney Road and Dussindale Park driveway as new initiative in the ongoing street lighting upgrade carried out by the Town Council each year. The website was fully operational and contained information on the town council and its committees. Minutes of town council and plans committee meetings were posted on the site as well as information on events that would take place during the year. The website address was: [www.thorpestandrew-tc.gov.uk](http://www.thorpestandrew-tc.gov.uk)

**5. Public participation** – It was unanimously resolved by a motion to suspend the meeting to allow members of the public, County and District Councillors the opportunity to address the meeting.

Mr N. Williams of Thorpe Labour Party commented that he was pleased to see that a review of how the town council communicated with the public was for discussion later in the meeting. As a resident of Spinney Road he was pleased to hear of the switch to white light in the road and he considered that additional lighting at the junction with South Hill Road would be a big improvement.

Mr P. Rope commented that he had called the recent election and was proud to say that he had spent in excess of twenty hours visiting residences and distributing leaflets within the Dussindale development. He had leafleted the properties in Pym Close where one resident had brought concerns to the town council that in their opinion neighbours were not aware that an election was taking place partly due to an absence of poll cards.

Mr Rope noted that poll cards had been issued for a recent parish council election held in Sprowston; however that had not made much difference as the turn out for the election had not been significantly higher; only 21% of the electorate had voted.

### **County Council**

Mr I. J. Mackie said that the unitary debate criteria had now been set and that the main thrust of the proposals for consideration would be completed by 7 July 2008. It had been noted that public consultations would hold little or no sway. The County Council budget had been set with an increase 3.5% with no raid being made on reserves. Improvements to highways and more care for the elderly would be provided. Proposals for a cycle path on Yarmouth Road had passed into the feasibility stage.

### **District Council**

Mrs S. L. Hayes commented that the District Council's preference for the unitary authority debate was an enhanced two tier working system. Mr I. J. Mackie said the District Council's share of Council Tax for 2008/09 would increase by 2.94%. Recycling collection rates had increased to 50%.

### **6. Closure of Pine banks**

It was **RESOLVED** to keep in close communication with Broadland District Council and Morley regarding the future of the site. Retention of the site for Greenfield recreational purposes was supported. It was noted that the s106 funds could be used for the future maintenance of formal and informal recreational open space.

### **7. Casual Vacancy**

Two applications for the casual vacancy had been received and both candidates were considered suitable for co-option to the Town Council. It was proposed by Mr J. F. Fisher, seconded by Mr I. J. Mackie that the candidate be selected by ballot. Ballots papers were collected and counted by the Clerk. Eight votes were cast for Mr S. Freeman- Pannett and one vote for Mr J. Barrett. There being a clear majority of votes for Mr S. Freeman-Pannett he was elected as a co-opted member of Thorpe St Andrew Town Council.

### **8. Payment of Accounts:**

Cheque numbers 002828 – 002868 totalling £29,479.16p, voucher numbers 1304 – 1405 on the 2007/08 payments list were approved and signed.

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

#### **Plans committee**

The draft minutes of the Plans committee held on 11<sup>th</sup> February 2008 were noted.

### **Events committee**

The draft minutes of the Events committee held on 12<sup>th</sup> February 2008 were noted.

### **Finance and Staff committee**

The draft minutes of the Finance and Staff committee held on 18<sup>th</sup> February 2008 were noted. A 4% increase in the cost of lettings to hirers would be implemented from 1<sup>st</sup> April 2008.

### **The Beacon committee**

The draft minutes of The Beacon committee held on 25<sup>th</sup> February 2008 were noted. It was **RESOLVED** to adopt the Terms of Reference put forward by the committee.

## **10. Town Tree Warden's report**

The contents of the report were noted. Mr P. Rope did not consider that tree planting would resolve the problems of car parking on grass verges in Furze Road. He considered oak posts were the only option that would prevent parking.

## **11. Norfolk County Council**

### **(i) Cary's Meadow**

Information that the site had been declared a Local Nature Reserve by the Broads Authority was noted.

### **(ii) Yarmouth Road/Meridian Way bus gate**

Information on the proposed closure between Thunder Lane and Harvey Lane for resurfacing works was noted and would be publicised in the Evening News.

### **(iii) Closure of Yarmouth Road for resurfacing works**

Information on the diversions that would be set in place during the road closure was noted and would be publicised in the Evening News.

### **(iv) Bus diversions during Yarmouth Road closure**

Information on the diversion route for buses and the shuttle service that would operate on Yarmouth Road during the road closure was noted and would also be publicised in the Evening News.

### **(v) Single yellow lines – Yarmouth Road/Roxley Close**

New proposals that adopted the Town Council's previous request for waiting restrictions to be limited to daytime hours Monday to Friday were supported.

### **(vi) Norfolk Waste Partnership**

The latest copy of the group's magazine was available; it was noted that the annual waste conference would take place on 23 October 2008 and suggestions for topics or ideas for exhibits would be welcomed.

### **(vii) Waiting restrictions Yarmouth Road/Roxley Close junction**

The proposals for double yellow lines were not supported. Single yellow lines with restrictions finishing at 1830 would be requested.

## **12. Broadland District Council**

### **(i) Questionnaire for Supplementary Planning Document on Affordable Housing**

The Clerk would submit a response by email.

### **(ii) Delegated Functions**

Information on fees payable for the year 2008/2009 was noted. Cheques would no longer be accepted in payment for rail passes in view of the bank charges that would arise.

(iii) Commuted sum at former Save Filling Station, 39 Yarmouth Road  
The final payment of £21,752.00p in respect of the s106 payment for the Off-Site Contribution for Planning Application 20061058 had been received. A total of £42,939.00p was available for the future maintenance of formal and informal outdoor recreational space as a result of the development.

**13 Section 106 Agreements**

A report that had been prepared by Mrs E. C. Laming was considered and it was **AGREED** that members would draw up proposals for projects for consideration. Public consultation would be carried out before any proposals were implemented.

**14. Financial reporting structure for Committees**

It was **AGREED** that committees should present their budget proposals to the Finance Committee by November for their consideration when drawing up proposals for the following year's budget. Details should be provided of the planned expenditure. The Finance Committee would be asked to create a reporting structure for committees and guidelines for the preparation of the annual budget.

**15. Request for key to gate at River Green**

A request had been received from the owner of a plot on Thorpe Island for a key to the gate at River Green. The applicant would be advised of the policy that had been previously agreed; a key would not be issued.

**16. Society of Local Council Clerks**

An invitation to attend the Larger Councils' Conference on 24/25 April was noted.

**17. Civic Award**

A number of amendments were agreed to the criteria that were put forward for consideration and the amended criteria would be brought to the next meeting.

**18. Norfolk Rural Community Council**

Membership of the Community Council would be renewed.

**19. Racecourse Plantation**

Information on tree felling works that would be carried out within Racecourse Plantation was noted.

**20. Turning Ideas into Reality Funding Fair**

The contents of a report by Mrs E. C. Laming, who had attended the event, were noted.

**21. Signage at Dussindale Centre**

Mr I. J. Mackie had prepared a recommendation for improved signage and a wall mounted flagpole at the Town Council office to assist residents in locating the Council offices. It was **AGREED** to support the proposal in principle and that the Dussindale Management Committee should be contacted for their view on the proposals.

**22. Donations**

It was **RESOLVED** to share the remaining £150 of the donations budget equally between the PCC for clock maintenance, Salvation Army, Kidz Klub and Thorpe St Andrew School.

**23. Correspondence regarding the recent election and other matters**

A resident had raised a number of concerns regarding the change from Parish to Town Council and the recent election. Mr J. F. Fisher offered to contact the resident to address their concerns.

**24. Football Foundation**

Mr D. Sayer, Town Amenities officer would attend a Monitoring & Evaluation Support Day at Norfolk F.A. on 14 May at 2.00pm. Attendance was a condition of the grant that had been made to fund construction of the Morse Pavilion.

**25. Norfolk County Association of Parish and Town Councils**

An Organisational Review of the Association was nearing completion. Mr S. Chaplin, Executive Officer, had decided to retire. His role did not form part of the new structure and he would be replaced by a Parish Liaison Officer in due course. A letter of thanks would be sent to Mr Chaplin for his help and support during the seven years that he had served with the Association.

**26. Liaising with the public**

A report by Mrs E. C. Laming on current procedures and recent innovations in liaising with the public was noted. The management committee at Dussindale Centre would be asked for their consent for a board to be erected in the centre to display names and photographs of councillors. Pictures of Councillors would be added to the website in due course.

**27. Publications**

The Playing Field, Norfolk Link, Norfolk Association of Village Halls newsletter and Broadsheet were available for circulation from the Clerk.

**28. Future Agenda Items**

None.

Date of next meeting Annual Council Meeting 19<sup>th</sup> May 2008 at 7.30p.m.  
At the Dussindale Community Centre.