

Thorpe St Andrew Town Council
Minutes of the meeting
held on 5th February 2018 at 7.30pm

98 Present:

Mr I Mackie	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Emsell	Mr N Hancock
Miss S Lawn	Mrs T Mancini-Boyle	Mr L Reeves	Mr R Robson
Mr N Shaw	Mr S Snelling	Mr J Ward	Mr R Wooden

Apologies:

Mrs J Fisher	Mr J Fisher	Mr D Sears
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In attendance:

Dr T Foreman (Town Clerk)	Mrs D Matthews (Committee Officer)
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Also in attendance were 5 members of the public

99 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item
Mr I Mackie	106 Yarmouth Road Verges

100 MINUTES

The minutes of the meeting held on 4 December 2017 were agreed and signed as a true record.

101 ANNOUNCEMENTS

The Town Mayor congratulated Miss Lawn on the recent birth of her granddaughter, Sophia Annabelle, and wished her daughter well. He the reported on the following:

- The first luncheon club had been held at Roxley Hall.
- On Thursday, together with Mr Ward, he would be attending a brownies and guides meeting.
- Fencing around the Town Hall was now complete and other measures recommended by the Police would follow shortly.
- Data was being processed from the speed awareness signs used recently and these were now being moved to another location.
- The Commonwealth Day celebrations would be on the second Monday in March and would be held at the Town Hall with a newly installed flagpole. In the spirit of Commonwealth, the Council had contacted Mayor Naish of Saint Andrews in Canada to continue the ambition of twinning.
- The Clerk had been asked to contact the District Council regarding an update on the situation regarding the possible rail halt.
- Resurfacing work would be taking place on Dussindale from 12 February.
- Work on the NDR was progressing with completion still due in March.

The Town Clerk reported on the following:

- Discussions were taking place regarding options for volunteers to provide transport for the luncheon club to help it grow.
- He had met with planners regarding breaches of planning on Laundry Lane.

- Representations had been made to the Highway Authority regarding damage to a verge caused by a bus and the bus company were being approached with a view to meeting the cost of the damage.
- He had met with the Architect regarding the café project and the stone mason regarding the work at River Green. He had also approached a builder regarding quotations for work including the clock tower, alterations to the Town Hall and the base for the memorial sphere.

Miss Lawn reported on progress on Grow Your Community which included:

- Additional volunteers for the dementia café and luncheon club.
- Raising awareness of the District Council's handyperson scheme.
- Supporting the aims and plans of the friends of Thorpe St Andrew Parks.
- Investigations into a regular Age UK advice surgery at Roxley Hall.
- Progressing the community café.
- Investigations into a possible small business advice service in the Town.
- Progressing the "Made in Thorpe" theme.

The next edition of the Newsletter would include information on these topics.

102 PUBLIC SESSION (limited to 3 minutes per speaker)

It was proposed and duly seconded that the meeting be suspended to allow members of the public to address the meeting.

- (i) Norfolk Constabulary – the Town Clerk tabled a report setting out the crime statistics received from Norfolk Constabulary for the Town since the last meeting. In total, 35 incidents had been recorded, several of which involved domestic incidents and it was noted that an article about the work of "Leeway" would be included in the next newsletter. A suggestion was made that the Town Council write to Norfolk Constabulary to enquire what provision was being made for replacement community policing in the Town.
- (ii) Members noted the report of Cllr Ward.
- (iii) A member of the public asked about progress on River Green and was advised that plans had been submitted and, following considerable detailed perusal by the Broads Authority, had now been validated. A question was also raised about the cost and the implications of the new General Data Protection Regulations. The Clerk reported that the "cost" of the new regulations would be in staff time ensuring compliance with the regulations and it was envisaged this would be quite onerous. In response to a question about access to historical data, efforts would be made to ensure this was retained and accessible but still complied with the regulations.
- (iv) A member of the public raised a concern about the delay in responding to a reported street light not working and questioned the value of the current contract. Several calls had been made to report matter which had impacted on an elderly resident and work had finally taken place several weeks later

following intervention by a relative. He felt this was a poor response. The Clerk explained the arrangements for the current streetlight contract and the response by the contractors to the complaint. It was explained that the lamp fitting, rather than the bulb had failed. As these were old lamps, and were being discontinued, there was some difficulty in getting a replacement. It was noted that the complaint had first been made on 19 December and parts had been ordered over the Christmas period. The member of the public also raised a concern that no response had been received to a question about what had happened to the proceeds from the sale of land at the cemetery which he believed had been left to the Town Council. He was advised this was not the case and the land was held by the Burial Trust to whom he should direct his question. The question had been raised with the local MP.

- (v) Members of the public raised concerns that the Town Council appeared to be concerned with the appearance of the verges on Yarmouth Road when the real issue was one of safety concerns caused by cars parking on the verge. They gave examples of the difficulties for cars joining Yarmouth Road from Dale Loke because of vehicles, often tall vans, parked too near the junction which was a highway concern and they were concerned about the potential for an accident. They questioned why yellow lines could not be used to deter such parking. Representatives of the Town Council explained that lengthy discussions and negotiations were ongoing with the Highway Authority regarding the verges in an attempt to find a solution to the issues. Complaints had been received about the condition of the verges and options to use funding from the County Councillor's local allowance were being explored. The process of installing yellow lines was a complex and costly one undertaken by the County Council and involved statutory consultations with neighbouring residents and businesses. It was likely there would be opposition to the use of yellow lines from local businesses and in any event these would not prevent people parking on the verge. The arrangements for enforcing parking controls in Broadland were such that there would likely be little or no enforcement action taken even if yellow lines were installed. There was a need for parking in that area of Yarmouth Road and the Town Council was exploring options for this and had been talking to local businesses. The use of yellow lines would probably move the parking issue further along Yarmouth Road and the Highway Authority had not recommended them as a potential solution. It was considered that the repairs to the verges and the installation of bollards on the verges either side of Dale Loke would be better option to help discourage parking on the verge and enhance the visual aspect of the area and could also help with visibility for drivers leaving Dale Loke. (This matter was considered further at minute 106 below.)

103 FINANCE

- (i) Payments List – voucher numbers 916 to 1033 totalling £41,644.58 for December 2017 and voucher numbers 1034 to 1138 totalling £40,344.68 for January 2018 were approved and signed.
- (ii) Bank Reconciliation Statement - the Statement as at 26 January 2018 was approved and signed.

104 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 15 January 2018. In presenting the minutes of this meeting, Mr Berry drew attention to the reasons for objecting to 2 applications and commented that notice had been received about the appeal at Racecourse Plantation, Plumstead Road East and the Town Council would be making representations as part of the Appeal. He went on to comment on his attendance, together with Mr Emsell and Mr Snelling, at the recent Annual Parish and Town Council meeting and that he would be helping to prepare a response to the consultation on the Greater Norwich Local Plan.
- (ii) Finance and Staff Committee – 22 January 2018. The recommendation contained at minute no: 6 was considered at minute no: 110 below.
- (iii) Events Committee – 29 January 2018. Miss Lawn drew attention to the proposals discussed at the meeting regarding the format of the Christmas lights event and the possible addition of a second Christmas event. She also highlighted proposals for the Council to take part in the Lord Mayor's procession on 7 July to help promote events. She advised that there were a wide range of articles for inclusion in the next Newsletter. With regard to finances, she drew attention to the fact that the events held in 2017 had cost the Council a net amount of £436 which was to be commended. The Mayor thanked all those involved in the events for their hard work. It was noted that Sally from the Salvation Army, who was involved with running the youth club, was keen to encourage young people to get involved in the St George's day celebrations.

105 BROADS AUTHORITY - UPDATE

It was noted that, despite an invitation to attend, no representative from the Broads Authority was at the meeting.

106 YARMOUTH ROAD VERGES

Members considered correspondence regarding the verges on Yarmouth Road and concerns from some residents (as expressed during the public speaking session earlier in the meeting) that the Town Council's proposals to improve the verges with a better surface would exacerbate the problems caused by parking on the verges resulting in highway safety concerns. Members were mindful of the representations made earlier in the meeting and discussed possible options to deal with the issues. Subject to advice from the Highway Authority, members were of the view that the issues would best be dealt with by resurfacing the verges and installation of bollards to discourage parking on the verges. It was felt that the businesses in the vicinity had an obligation to work with the Town Council on this matter and it was noted that letters had been sent to them in the past to engage their co-operation. Members suggested a meeting with them may be the way forward. Having regard to the discussions earlier in the meeting (minute 102 (v) refers), it was

RESOLVED

- (i) to continue to work with the Highway Authority regarding possible options for resolving the issues of the verges on Yarmouth Road with preference being given to resurfacing the verges and the installation of a number of bollards on

the verges to discourage parking.

- (ii) Arrangements be made to meet with local business to discuss their role in helping to alleviate some of the parking issues on Yarmouth Road.

107 GENERAL DATA PROTECTION REGULATIONS (GDPR)

Members considered the report of the Town Clerk setting out actions the Council needed to take to comply with the new GDPR. The Town Clerk stated that the proposals would be a considerable burden on staff resources and would have implications for the way officers and members dealt with data held by them as a result of their work. Essentially, consent would need to be obtained via a privacy notice from the person whose data was held (if identifiable from the data) to continue to hold that data (with certain exemptions). Members discussed at length the potential implications of complying with the Act on the way the Council carried out its business and on staff resources. An initial audit of all data held would be needed and decisions made about destroying any data not legally required to be retained. The Clerk and the Deputy Clerk (RFO) had already undergone training and it was recommended that all staff and councillors undertake training.

RESOLVED to approve the following actions in response to the new legislation:

- (i) The GDPR Policy be adopted;
- (ii) Responsibility for overseeing GDPR be delegated to the Finance and Staff Committee and the Committee's terms of reference be amended to include those set out in appendix B to the report;
- (iii) The Town Clerk be appointed as the Data Protection Officer (DPO) and the job description and contact of employment of that post be amended accordingly;
- (iv) all staff and Finance and Staff members be trained in GDPR;
- (v) standing orders be amended to reflect the changes.

108 HUMAN RESOURCES AND HEALTH AND SAFETY

Members considered the report of the Town Clerk regarding the option to sign up to a fixed fee Employment Law, Human Resources and Health and Safety Contract having regard to the expansion of the number of staff being employed by the Town Council and in accordance with advice from the Society for Local Council Clerks. It was noted that a further quotation had now been received from Company C for £2,800 per annum.

Reference was made to possible future options for securing advice and support of this nature which it was felt were not suitable at the present time. In response to a question, the Clerk advised that there were no extra costs associated with the contracts.

RESOLVED to agree to sign up to a fixed fee Employment Law, Human Resources and Health and Safety Contract and that Company A be the preferred choice at an annual cost of £2041.20.

109 REMEMBRANCE AND SUMMER EVENT

Members noted ongoing proposals for this event and supported the use of the Council's existing beacon for the lighting of the beacon.

The Council thanked Mr Snelling for his continued liaison with the Royal British Legion on proposed celebrations and welcomed very much the agreement to focus the celebrations on 11 September at 11:00am.

Mr Snelling raised the issue of the naming of the "memorial" gardens at Rivergreen and a discussion took place on the most appropriate name for the gardens having regard to the role of the Royal British Legion in remembrance events and the role of parish/town councils in relation to war memorials. It was

RESOLVED that the garden at River Green be named the "WW1 Centenary Garden".

110 STANDING ORDERS, POLICIES AND PROCEDURES

Members considered the recommendation from the Finance and Staff Committee, at its meeting on 22 January 2018, minute no: 6, to adopt the Standing Orders, Policies and Procedures of the Town Council.

RESOLVED to adopt the Policies and Procedures attached to the report to the Finance and Staff Committee on 22 January 2018 subject to an amendment to rule 7 – Previous Resolutions – to increase the number of members required to give written notice of a special motion to reverse a resolution from 4 to 6 members and the addition of the new data protections Policy referred to in Minute 107 above.

FUTURE MEETING DATES

Town Council	5 March 2018
Plans Committee	12 February 2018
Finance and Staff	19 February 2018

The meeting closed at 9:30pm

Signed:

Dated:

115(11)

12th February 2018

Report from Councillor John Ward

Broadland District Council

Jack Sadler, a regular attendee at our Council meetings has recently died. His funeral is at 11.45am at Christ Church, Magdalen Rd, Norwich followed by a 1.15pm burial at the Rosary Cemetery.

£7,150 is still available in the Community Green Grants Fund for projects that improve the energy efficiency of a community building. Details from The Energy Team at BDC.

The Food Waste Collection Scheme has been extended from 5th February to take in an additional 1080 properties in areas including Sprowston and Thorpe St. Andrew.

Norfolk County Council

A £2.6m project to change traffic flows, cycle and pedestrian links in the Prince of Wales Road, Rose Lane, King St., Mountergate areas is out for consultation until 10am March 5th. Details at www.norfolk.gov.uk/princeofwalesroad

At Full Council on Monday 12th February, after many hours of debate of the Budget Motion by the Leading Group and consideration of Amendments by four other groups, the Budget was agreed by a majority of the 84 Councillors. The Net Revenue Budget is £388.799m based on a general Council Tax increase of 2.99% with an additional precept of 3.0% for Adult Social Care. On Wednesday of last week we heard of the Final Local Government Finance Settlement for 2018-19 which gave us an Adult Social Care Support Grant of £2.612m and a Rural Services Delivery Grant of £786k. The leading group decided that this money should be transferred to reserves to support the following year's budget. Most of the items in the amendments proposed by other parties are funded from this money leaving little if nothing for reserves. The current reserves at some £19m are on the lowest limit of what it is prudent and legal to hold, and these have been reduced from some £100m a few years ago.

The above is all about the Revenue Budget, there is also a Capital Budget of £238.097m and a Schools Budget of £599.457m

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,139	11/02/2018		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	45.16	9.03	54.19
1,140	11/02/2018		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	56.45	11.29	67.74
1,141	11/02/2018		Bank 1 Current Ac	dd	Bank charges	Lloyds Bank	X	33.25	0.00	33.25
1,142	11/02/2018		Bank 1 Current Ac	dd	Telephone - Office	Talk Talk	S	77.94	15.59	93.53
1,143	11/02/2018		Bank 1 Current Ac	dd	Telephone - Morse Pavlik	Talk Talk	S	46.95	9.39	56.34
1,144	11/02/2018		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	100.65	20.13	120.78
1,145	13/02/2018		Bank 1 Current Ac	dd	Mobile - office	O2	S	13.50	2.70	16.20
1,146	13/02/2018		Bank 1 Current Ac	dd	Mobile telephones - Rec	O2	S	40.50	8.10	48.60
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13/02/2018			Bank 1 Current Ac	online	Lease payment	Bussey & Sabberton	S	554.96	111.00	665.96
13/02/2018			Bank 1 Current Ac	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
13/02/2018			Bank 1 Current Ac	7789	Cricket repair	Collier Turf Care Ltd	S	231.11	46.22	277.33

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,175	13/02/2018		Bank 1 Current Ac	7789	Verge maint	Collier Turf Care Ltd	S	1,018.90	203.78	1,222.68
1,176	13/02/2018		Bank 1 Current Ac	7790	Photocopying	Eastern Business System	S	120.84	24.17	145.01
1,177	13/02/2018		Bank 1 Current Ac	7791	Fire equipment service	E Fire	S	120.00	24.00	144.00
1,178	13/02/2018		Bank 1 Current Ac	7791	Fire equipment service	E Fire	S	60.00	12.00	72.00
1,179	13/02/2018		Bank 1 Current Ac	7792	Stationery	Espo	S	109.92	21.98	131.90
1,180	13/02/2018		Bank 1 Current Ac	7793	Signs R Green	G Sign	S	615.00	123.00	738.00
1,181	13/02/2018		Bank 1 Current Ac	7793	Signs Morse	G Sign	S	384.00	76.80	460.80
1,182	13/02/2018		Bank 1 Current Ac	7793	Signs Town hall	G Sign	S	208.00	41.60	249.60
1,183	13/02/2018		Bank 1 Current Ac	7794	Goods	Lamberts	S	45.90	9.18	55.08
1,184	13/02/2018		Bank 1 Current Ac	7795	Padlocks	A C Leigh	S	236.84	47.37	284.21
1,185	13/02/2018		Bank 1 Current Ac	7796	Cleaning bus shelters	R Marmoy	E	100.00	0.00	100.00
1,186	13/02/2018		Bank 1 Current Ac	7796	Cleaning - Fitz Pav	Town and Country Clean	E	770.00	0.00	770.00
1,187	13/02/2018		Bank 1 Current Ac	7797	Cleaning - Roxley Hall	Town and Country Clean	E	410.00	0.00	410.00
1,188	13/02/2018		Bank 1 Current Ac	7797	Cleaning - Morse Pavilion	Town and Country Clean	E	470.00	0.00	470.00
1,189	13/02/2018		Bank 1 Current Ac	7797	Additional camera	Vincent Security	S	390.00	78.00	468.00
1,190	13/02/2018		Bank 1 Current Ac	7798	Flagpole	Banner Box	S	214.89	42.98	257.87
1,191	13/02/2018		Bank 1 Current Ac	7799	By election charges	Broadland District Coun	E	3,117.10	0.00	3,117.10
1,192	13/02/2018		Bank 1 Current Ac	7800	Rates	Broadland District Coun	E	36.77	0.00	36.77
1,193	13/02/2018		Bank 1 Current Ac	7800	Scanner	Currys	S	159.90	31.98	191.88
1,194	13/02/2018		Bank 1 Current Ac	7801	Flagpoles	Hampshire Flag Compar	S	590.00	118.00	708.00
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1,209	13/02/2018		Bank 1 Current Ac	7804	Cleaning Materials	Spectrum Hygiene Ltd	S	132.90	26.58	159.48
1,210	13/02/2018		Bank 1 Current Ac	7805	Streetlight-energy charge	Total Gas & Power	S	1,937.89	387.57	2,325.46
1,211	13/02/2018		Bank 1 Current Ac	7805	Gas charges - Morse	Total Gas & Power	S	197.68	39.53	237.21
1,212	13/02/2018		Bank 1 Current Ac	7805	Locks	A C Leigh	S	21.00	4.20	25.20
1,213	13/02/2018		Bank 1 Current Ac	7806						

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,214	20/02/2018		Bank 1 Current Ac	buscard	First aid training	British Red Cross	S	558.00	111.60	669.60
1,215	20/02/2018		Bank 1 Current Ac	buscard	Postage	Post Office	E	242.00	0.00	242.00
1,216	20/02/2018		Bank 1 Current Ac	buscard	Survey	Survey Monkey	E	29.17	0.00	29.17
1,217	20/02/2018		Bank 1 Current Ac	buscard	Health and safety equip	Novadata	S	33.00	6.60	39.60
1,218	20/02/2018		Bank 1 Current Ac	buscard	Luncheon club equip	Macro	S	48.42	7.69	56.11
1,219	20/02/2018		Bank 1 Current Ac	buscard	Cleaner	Argos	E	89.99	0.00	89.99
1,220	20/02/2018		Bank 1 Current Ac	buscard	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
1,221	20/02/2018		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	516.64	103.33	619.97
1,222	20/02/2018		Bank 1 Current Ac	dd	Electricity - Roxley Hall	Opus Energy	L	133.30	6.67	139.97
1,223	20/02/2018		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	L	59.85	2.99	62.84
1,224	20/02/2018		Bank 1 Current Ac	dd	Electricity - floods/works	Opus Energy	L	115.54	5.78	121.32
1,225	20/02/2018		Bank 1 Current Ac	dd	Cancelled cheque 7778	Medisol	E	-2,248.00	0.00	-2,248.00
1,226	20/02/2018		Bank 1 Current Ac	online	2 defrib units	Imperative Training	S	2,190.00	438.00	2,628.00
1,227	26/02/2018		Bank 1 Deposit Ac	dd	Loan Payment	Public Works Loan Boar	X	2,030.00	0.00	2,030.00
1,228	26/02/2018		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	140.05	28.01	168.06
1,229	26/02/2018		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
1,230	26/02/2018		Bank 1 Current Ac	dd	Soccer marking	Norse	S	378.83	75.77	454.60
1,231	26/02/2018		Bank 1 Current Ac	dd	Field Maintenance - Rec (Norse	S	551.30	110.26	661.56
1,232	26/02/2018		Bank 1 Current Ac	dd	St Williams Lake - prunin	Norse	S	7.30	1.46	8.76
1,233	26/02/2018		Bank 1 Current Ac	dd	Sports Turf - Rec Gnd	Norse	S	525.00	105.00	630.00
1,234	26/02/2018		Bank 1 Current Ac	dd	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
1,235	26/02/2018		Bank 1 Current Ac	dd	Field Maintenance - Duss	Norse	S	293.65	58.73	352.38
1,236	26/02/2018		Bank 1 Current Ac	dd	Picnic area maintenance	Norse	S	34.50	6.90	41.40
1,237	28/02/2018		Bank 1 Current Ac	online	Repair door	AJT Home Improvement	S	62.50	12.50	75.00
1,238	28/02/2018		Bank 1 Current Ac	7807	Water charges - Roxley H	Anglian Water	E	78.90	0.00	78.90
1,239	05/03/2018		Bank 1 Current Ac	7808	Roxley Hall gas	British Gas	S	685.32	137.06	822.38
1,240	05/03/2018		Bank 1 Current Ac	7809	Pest control	Burrell Pest control	E	55.00	0.00	55.00
1,241	05/03/2018		Bank 1 Current Ac	7809	Pest control	Burrell Pest control	E	55.00	0.00	55.00
1,242	05/03/2018		Bank 1 Current Ac	7810	Cleaning Materials	Espo	S	27.60	5.52	33.12
1,243	05/03/2018		Bank 1 Current Ac	7811	Service machinery	Felthorpe Lawnmower s	S	551.59	110.31	661.90
1,244	05/03/2018		Bank 1 Current Ac	7812	Fencing	G & G Fencing	S	13,585.60	2,717.12	16,302.72
1,245	05/03/2018		Bank 1 Current Ac	7813	Subscription	Information Commissione	E	35.00	0.00	35.00
1,246	05/03/2018		Bank 1 Current Ac	7814	Keysafe	A C Leigh	S	69.99	14.00	83.99
1,247	05/03/2018		Bank 1 Current Ac	7815	Cleaning bus shelters	R Marmoy	E	100.00	0.00	100.00
1,248	05/03/2018		Bank 1 Current Ac	7816	Subscription	Pear Technology Service	S	225.00	45.00	270.00
1,249	05/03/2018		Bank 1 Current Ac	7817	Electrical goods	M D Thompson	S	15.78	3.16	18.94
Total								50,430.76	5,821.26	56,252.02

PAYMENT LIST

			£
Salaries	vouchers 1163 - 1171	February	9555.95
HMRC	vouchers 1195 - 1209	Tax and NIC	2912.74
Norfolk Pension Fund	vouchers 1147 - 1162	Employer/employee payments	3210.10

**Thorpe St Andrew Town Council
Minutes of the Plans Committee meeting held on
12 February 2018 at 7.30pm**

1 Present:

Mr J Fisher (Chairman)
Mr P Berry Mr F Bowe Mr R Robson Mr S Snelling

Apologies:

Mr N Hancock Mr D Sears

In attendance:

Dr T Foreman (Town Clerk) Mrs D Matthews (Committee Officer)

There were 3 members of the public present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The Minutes of the meeting held on 15 January 2018 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

The following matters were raised by residents present in relation to applications on the agenda:

REF: 20180052 – A resident commented that he had written a letter of objection regarding the proposal as he felt it was overdevelopment of the site and would impact on the existing tree. An original application for the site in 1997, and various applications since, had been refused on the grounds of overdevelopment of the site. He felt nothing had changed. He also made reference to flooding which had occurred in 2014 which would be exacerbated by this proposal.

REF: 20180072 – The applicant commented that his proposal would be very similar to that carried out at the neighbouring property.

5 PLANNING APPLICATIONS

- (i) REF: 20180040 – 96 Furze Road – rear extension. **NO OBJECTION**
- (ii) REF: 20180052 – Land adj 10 Laundry Close – erection of bungalow. Members felt the plot was not sufficient in size to accommodate a residential dwelling and access was not ideal. **OBJECTION.**
- (iii) REF: 20180053 – 31 Lauren Close – single storey front extension with pitched roof. **NO OBJECTION.**
- (iv) REF: 20180070 – 8 Caston Road – erection of summer house (retrospective). **NO OBJECTION.**

- (v) REF: 20180072 – 24 Primrose Crescent – two storey side extension, replacement of existing conservatory with garden room and outbuilding with summer house. Members welcomed the proposal which they felt would enhance the property and compliment the adjoining property which had also been extended. **NO OBJECTION.**
- (vi) REF: 20180073 – adj 6 Green Lane North – erection of two single storey dwellings (outline) Members had **no objection in principle to development on the site but, having regard to the character of the area and the size and type of properties in the vicinity, they felt that one dwelling on the site would be more in keeping with the character of the area and would be preferred.**
- (vii) REF: 20180100 – 42 Gorse Road – demolition of existing UPVC sunroom and construction of single storey rear extension. **No objection but members would prefer to see a pitched roof rather than a flat roof.**
- (viii) REF: 20180114 – 181 Yarmouth Road – erection of timber cabin in rear garden. **NO OBJECTION.**
- (ix) REF: 20180170 – Bradgate House, 63A Bishops Close – two storey front extension. **NO OBJECTION.**

BROADS AUTHORITY

BA/2018/0027/FUL – Norwich Frostbites, 54a Yarmouth Road – 2 no. boat sheds – **NO OBJECTION.**

APPROVAL SUBJECT TO CONDITIONS:

BA/2018/0475/FUL – Griffin Lane – replacement boatshed – **noted and supported.**

6 GREATER NORWICH LOCAL PLAN

Cllr Berry explained that the Greater Norwich Local Plan which would replace the existing Joint Core Strategy for the Greater Norwich Area (Broadland, South Norfolk and Norwich) was currently subject to consultation and he had prepared a draft response (attached to the agenda) on behalf of the Town Council addressing a selection of the questions raised in the consultation document in so far as they affected Thorpe St Andrew. A number of Road Shows were being held as part of the consultation and the next one in the Town would be at Dussindale on 12 March. A discussion took place on the Plan and it was noted that potential sites for possible development, including the racecourse site (notwithstanding its current status as pending an appeal) had been included in the Plan as part of the consultation process. Following the consultations, a revised Plan would be developed to incorporate responses. One of the key issues being raised as part of the consultation was seeking views on options for a “pepper pot” form of development scattered throughout the area or high density large scale development.

Members felt it was important to formulate a response to the consultation from the Town Council noting that individuals could also submit responses.

It was AGREED that members give further consideration to the proposed responses to the questions raised in the draft and submit their comments to the Town Clerk to formulate a final submission in consultation with the Chairman of the Plans Committee. Comments to be submitted as soon as possible and at least by Monday 19 February.

BROADS AUTHORITY LOCAL PLAN – UPDATE

Members considered the correspondence from the Broads Authority setting out its responses to the comments made by the Town Council to its Local Plan. Members were pleased to note that the Broads Authority had taken into account the Town Council’s comments and welcomed the changes made to the policies to reflect these as set out in the updated extract with tracked changes.

ENFORCEMENT NOTICES – CONFIDENTIAL

Members noted the update on confidential and non-confidential enforcement matters, in particular, the two issues raised with the District Council by the Town Council.

DATES OF NEXT MEETINGS

Town Council	5 March 2018
Plans Committee	12 March 2018

The meeting closed at 08:50pm

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 19 February 2018 at 7.30pm**

1 Present:

Miss S Lawn (Chairman)
Mr F Bowe Mr J Emsell Mr I Mackie Mrs T Mancini-Boyle Mr L Reeves

Apologies: Mr J Ward

In attendance:

Dr T Foreman (Town Clerk) Mrs J Fenn (Deputy Clerk and Responsible Financial Officer)
Mrs D Matthews (Committee Officer) Mr D Sayer (Parks and Estates Manager)

No members of the public were present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The minutes of the meeting held on 22 January 2018 were agreed and signed as a true record.

With regard to matters arising from the minutes, it was noted that the transfer of ownership of the toilet block to the Town Council was progressing and the paperwork was currently being finalised.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

No members of the public were present.

5 FINANCE

(a) Variance Report 1/4/17 to 26/1/18

Members considered the variances as set out in the table in the report.

RESOLVED to approve the variances for 1/4/17 to 26/1/18.

(b) Summary of Receipts and Payments – cost centres and codes 1/4/17 to 26/1/18

The Deputy Clerk and Responsible Financial Officer took members through the detailed summary of receipts and payments for all cost centres, including a detailed breakdown of the Fitzmaurice project, the main capital spend for the year. Additional items/works had been included in the project but it was still likely to be completed within the budget. The Deputy Clerk and Responsible Financial Officer drew attention to the salient points and highlighted where payments had been made since the preparation of the figures or would be made before the end of the year. Members noted the underspends in some areas and that work was ongoing to identify any

priority areas of work for reallocation of appropriate underspends. Examples of potential areas included works at the allotments, CCTV upgrade, safety matting and fencing at the play area, a website refresh and equipment for tree/grounds management.

It was noted that a separate bank account had been set up for the dementia café with the receipts/payments for the café being kept separate to Town Council funds. All donations received for the café would be used for the benefit of the café, including supplies and activities.

With regard to the Morse Pavilion Recreation Ground, it was noted that an order for aggregate had been placed to be used to resurface some areas which needed attention. A request had only recently been received from the Friends of Thorpe St Andrew Parks for the Town Council to commence works to the play area and this would be dealt with in due course.

RESOLVED to approve the receipts and payments 1/4/17 to 26/1/18.

(c) Review of Risk Assessments

Members considered the review of risk assessments and the Deputy Clerk and Responsible Financial Officer highlighted the changes made. These included:

- Revaluation of premise every 5 years by professional services
- Bus shelters inspected monthly by cleaning contractor
- Instructions to lock door when lone working in office
- First aid training undertaken by key members of staff
- Payroll managed by the RFO using Iris payroll, RFO checks/verifies salaries and payments made via the bank on line with 2 members approval

It was noted that a comprehensive review of risk assessments would be needed following introduction of the General Data Protection Regulations.

RESOLVED to approve the risk assessment.

(d) Review of Effectiveness of Internal Audit

RESOLVED to approve the effectiveness of Internal Audit

(e) Review of Effectiveness of Internal Control

RESOLVED to approve the effectiveness of Internal Control

(f) Appointment of Internal Auditor 2018/19

RESOLVED to appoint Pauline James as Internal Auditor for 2018/19

6 UPDATE ON PROJECTS

The Town Clerk updated members on the following projects:

River Green – the memorial stone had been ordered and would be available for installation in July. Delivery and installation of the new street lights was imminent.

Fitzmaurice Park – work was due to commence shortly on the changing rooms to remove some of the toilets and install showers and the estimated cost was £2,500.

Café – St Georges Park, Morse Pavilion – discussions had taken place with an Economic Development Officer at Broadland regarding the proposals for the café and there was support for the proposal. Work was continuing into the costings and discussions held with surveyors regarding quotations for the necessary technical drawings. These were likely to cost in the region of £1,200. Members reaffirmed their desire to see the project proceed as soon as possible with a view to opening this summer if possible, noting that planning permission would be needed for change of use. The fabric of the building was regarded as sound enough for the proposals and a very broad estimate of the cost of the works to adapt the building was in the region of £9 - £16,000. It was noted that £9,000 had been earmarked in this year’s budget for this project from the sale of the tractors.

Town Hall – the installation of the flag poles and clock tower would hopefully be complete by the Commonwealth Day celebrations.

Ground Maintenance – an option to purchase a flail cutter and reed brush for maintenance work was being investigated – to be funded from underspends.

7 ADULT SOCIAL CARE

Members considered the report of the Town Clerk setting out a proposal from the Mayor to move away from core services and consider working with Norfolk County Council on helping elderly people stay in their own homes and manage their lives. The Town Mayor explained the thinking behind his proposal. Whilst there appeared to be a great deal of support available for vulnerable people such as those returning from hospital or care to their own homes, there was no coordination of this help and a lack of easily accessible information about the help available. On a practical level, help was often needed with simple errands such as gardening and shopping but it was not always obvious where to seek this help. He was keen to see if something could be done to co-ordinate all the services and support offered by the different agencies and help signpost residents to these. A lengthy discussion took place and members were very keen to develop this idea. It was felt that a dedicated officer to undertake this work was not the best way forward having regard to work already being done by the County and District Councils and the burden of the cost of this falling to the Town, but there was potential for other work to be done. Members noted that a lot of work was currently being trialled by the County and District Councils and a wide range of support was available. Officers from the County and District were willing to visit the Town’s dementia café and luncheon clubs to help raise awareness and signpost people and pick up those in need. These venues would be ideal to help raise awareness and could be utilised by other agencies to help distribute information about services and support with the Town Council acting as facilitators. Town Councillors also had a huge role to play in raising awareness amongst residents and signposting them to services. A starting point would be to fully establish what was currently

available and being developed and to produce an information leaflet/fact sheet/flow diagram about services and support available and options for the Town's newsletter could be explored. There was also potential to organise information stands at the Town's annual events to promote the support available.

Members were also keen to ensure that similar support and guidance was available to young people, particularly those leaving school, to access support if needed. Young peoples' wellbeing was a growing concern and again information was not readily available and it was not always easy to access support services.

Members felt that a working group should be set up of councillors and interested parties to look at all the options.

RESOLVED to recommend the Town Council to set up a working group to look at options for the Town Council to gather information on all the services and support offered by the different agencies and help signpost residents to these.

8 GENERAL DATA PROTECTION REGULATIONS

Members noted that the training for members on the GDPR would be held on 19 March 2018 at 6:30pm at the Town Council offices.

9 MOTION TO CLOSE THE MEETING TO THE PUBLIC AND PRESS

It was proposed, seconded and

RESOLVED to close the meeting to the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of personal details.

10 UPDATE AND CONFIRMATION OF RECRUITMENT

The Town Clerk reported that interviews had been held for the vacant posts in the parks and estates team and 2 candidates had been offered posts. Members gave consideration to the starting salaries of the two appointees and, having regard to their current experience, qualifications and hours of work, agreed the appropriate starting salary. The appointments were subject to a 3-month probationary period and were permanent contracts.

RESOLVED to approve the appointments as set out above.

DATE OF NEXT MEETINGS

Town Council	5 March 2018
Finance and Staff	23 April 2018

The meeting closed at 9:20pm.

Signed:

Dated:

DRAFT

**Thorpe St Andrew Town Council
Minutes of the Events and Media Working Group
held on 26 February 2018 at 7.30pm**

- 1 Present:** Miss S Lawn (Chairman)
Mr J Emsell Mrs J Fisher Mr J Fisher Mr G Lawton Mr J Ward Mr L Reeves

Apologies: none

In attendance:

Ms F Bass (Deputy Town Clerk)

Mrs D Matthews (Committee Officer)

Also attending was Father James.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

3 MINUTES

The minutes of the meeting held on 29 January 2018 were agreed and signed as a true record.

4 UPDATE ON ST GEORGE'S DAY

Members discussed the current preparations for this event as follows:

Thorpe Players	Father James to talk to Izzy to confirm what they will be doing and timings.
Main Ring - programme	Punch and Judy (20 mins) start at 1pm Knights (20 mins) Thorpe Players (20 mins) Morris Dancers (30 mins) Dogs (15 mins) Morris Dancers Punch and Judy Knights – aim to finish 4pm
Knights	Awaiting confirmation from the Black Knights about their proposal for the event and where they would be located. They had hoped to attend the meeting to discuss.
Salvation Army	G Lawton arranging to work with the Salvation Army at the start of the event from 12:30 for approximately 25-30 mins.
Compare	G Lawton agreed to man the microphone
Timing	Set up at 9:30 am - Finish setting up by 12:30
Straw bales	J Emsell to sort
Volunteers	F Bass to email all to gauge availability. Help needed with clearing up at 5pm as well as setting up.

Events and Media Working Group

Stalls	12 catering stalls covering a wide range of foods were confirmed. F Bass to seek confirmation from other stall holders of their attendance – even if it is not by way of a form which it was noted had been held back pending GDPR.
Broadland District Council	F Bass to email to see if they would be taking part
Neighbourhood Plan	A draft plan was unlikely to be ready in time for this event.
Grow Your Community/Made in Thorpe	Agreed to include a stand to promote services/activities available in the Town. Consideration be given to purchasing a gazebo (9x3) and good quality display banners/flag banners rather than posters to display in the gazebo which could be used at other events
First Aid	St Johns had confirmed at a price of £100
Town Cryer	Awaiting confirmation
Fat Cat	Confirmed to provide the Beer tent

5 LORD MAYOR'S PROCESSION

It was noted that the Lord Mayor's theme for the event was "the Circus has come to Town" and that the Town Councils float would need to adopt this theme. It was agreed to approach the Thorpe Players to see if they would like to be involved in the procession. It was also agreed that the Float should be modest this year as it was the first year of taking part and should be a trailer able to be towed by the Town's truck.

The trailer could be decorated with blue and white stripes to resemble a circus tent and include straw bales. Members reaffirmed the idea of inviting two young ambassadors to represent the Town on the float together with a teenage chaperone.

6 PROPOSAL FOR ADDITIONAL CHRISTMAS EVENT

The Chairman reminded members that, at the last meeting, they had discussed the desire to refocus the current Christmas event to a less commercialised, more traditional themed event. They had also discussed the possibility of organising a second weekend event at the Park aimed at younger people including bands and an ice-skating rink. Initial investigations had raised several queries about the viability of the ice-skating rink and other matters and it was felt that it would not be realistic to proceed with this event this year but to continue to look at the options for pulling it together for 2019.

With regard to this year's traditional Christmas event, it was agreed to re visit options for a stage/central focus point which was in keeping with the event but also provided a much needed focal point, perhaps at a different location (opposite the green near Southwell Ave?) and also to investigate options for carol singing with or without electricity having regard to potential safety issues if using electricity.

7 PROPOSAL FOR ADDITIONAL SUMMER ARMED FORCES EVENT

This event would take place on 21 July following the Church service/ Church fete in the morning and include a celebration at River Green perhaps by way of an afternoon tea type event and the formal opening of the gardens. Members noted the email from the Salvation Army stating that they had been unable to find a band available for this event but offering an alternative instead of a mobile canteen/emergency response vehicle to promote the work of the Salvation Army. Members thanked the Salvation Army for their offer but felt unable to rely on the canteen as it was possible it would have to leave site in the event of an emergency.

An approach was being made to the Muckleburgh Military Collection to see if they had any vehicles available.

8 UPDATE ON FORTHCOMING NEWSLETTER

Members went through the newsletter in detail raising suggestions as to amendments which included the following:

Page 1	Amend picture – move white wording below the picture and remove rose. Include date/time etc. Text on the front to include a summary of the main attractions rather than a narrative.
Page 2	Ok – Father James to update church events to include those after distribution
Page 3	Check typos in GDPR paragraph. Add contact number to verge cutting article. Increase size or move the Luncheon Club article.
Page 4	Reduce size of “in good company” logo. Include article from Mr J Ward.
Page 5	Remove references to events/facilities in Sprowston and replace with Thorpe St Andrew services. Alter wording in dementia café article.
Page 6	Remove photo from “Made in Thorpe” article and move the article to the top of the page.
Page 7	Amend wording of the Café project article (remove eye and toilet block). Move new footway lighting article elsewhere.

The deadline for submission to the printers was 26 March with distribution planned for 2 weeks before the St George's day event.

9 FINANCES

Members noted the finances for events and agreed to consider these again at the next meeting.

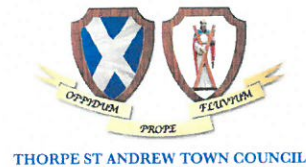
The meeting closed at 9:10pm

Signed:

Dated:

DRAFT

Thorpe St Andrew Town Council



Town Council : 5th March 2018

Town Twinning – Saint Andrews, New Brunswick, Canada

Agenda Item: 118

Reason for this Report

This report proposes to formally **APPROVE** the civic twinning proposal with Saint Andrews, Canada. Furthermore, that the Town Clerk explore opportunities to develop and promote this relationship, through the adoption of the town twinning charter.

Background

Within statute and common practice, there is no formal definition or process of twinning. It is a practice which was prevalent in the post-war period and become more popular through technological advances as a cost-effective and interactive way of promoting links, better understand various cultures and develop strong relationships for the betterment of both communities.

Twinning often brings together people with common interests and organisations involved in education, culture, history and music. For local authorities this includes the chance to promote cultural understanding between the communities, which in turn help expand the horizons of residents and young people in both areas.

It is envisaged that some community groups could engage in reciprocal visits, which also promotes tourism to both areas. Involvement of local people is key to the success of any twinning arrangement and a working group made up of local people, alongside Councillors would help ensure this happens.

Proposal to twin with Saint Andrews, New Brunswick

The connection between the UK and Canada is historic, with shared links through the Commonwealth being at the heart of this proposal. The Commonwealth is a network of countries, based on shared values, language, belief in democracy and legal structures.

Thorpe St Andrew has a notable link with New Brunswick, with our town War Memorial holding the name of H E Wicks of the New Brunswick Regiment, Canadian Infantry. This holds more significance this year, where we mark the centenary year of the end of the First World War.

In addition to the name, Saint Andrews, New Brunswick, has a great deal in common with Thorpe St Andrew. Like us, they have water as a key feature of their community, with our River Yare and their location at the mouth of the St Croix River and Passamaquoddy Bay. Both communities have the church at the heart of their community and both Councils deliver similar services to their residents. We both hold large events for our respective towns, and importantly have both primary and high schools, meaning both Councils can further develop links across our communities.

Result

The ambition to forge a twinning relationship has been ongoing since 2016 and comes at a time of significant commemorative and Commonwealth events. If the Council approves the proposal to twin with Saint Andrews, the Mayor will be invited to sign a charter of town twinning and send this along with a town flag to the Mayor of Saint Andrews.

The proposed wording of the town twinning charter circulated to Saint Andrews is as follows:

- To honour this historic twinning agreement by establishing and maintaining close and friendly relations;
- To foster and develop mutual respect and understanding between our communities;
- To encourage, assist and facilitate community groups and organisations to make links;
- To communicate and embrace technology, thereby developing relations and establishing a firm foundation for respect, friendship and understanding between the two communities, For all time

Links to Saint Andrews, New Brunswick are as follows:

Town of Saint Andrews: https://en.m.wikipedia.org/wiki/St._Andrews,_New_Brunswick Established in 1783.

Town Council: <http://www.townofstandrews.ca>

Tourism: <http://standrewsbythesea.ca>

The Town Council is therefore asked to consider and agree the proposed town twinning between the town of Thorpe St Andrew in the County of Norfolk, and the town of Saint Andrews in Charlotte County, New Brunswick.

Advice

There are no legal responsibilities which relate to town twinning, as these arrangements are not underpinned by statute. It is not intended that the Council will fund any visit or event and no specific funding would be required.

The arrangement is identified as being to foster and develop mutual respect and understanding between the residents of both communities. Whilst these ambitions are clear, there is no commitment required by either Council to undertake any specific programme of activities.

If the Town Council approves this proposal, it is requested to authorise the establishment of a Twinning Working Group, made up of Councillors and members of the community to drive this arrangement forward.

The Town Council is advised to **APPROVE** this town twinning proposal.

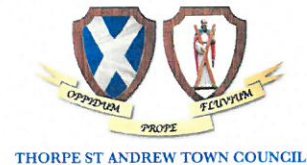
Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no significant financial implications arising from this report.

Thorpe St Andrew Town Council



Town Council : 5th March 2018

Social Care update

Agenda Item: 120

Reason for this Report

This report provides an update to the review of Social Care considered by the Finance and Staff Committee.

Background

At the request of the Town Mayor, Councillor Ian Mackie, the Finance and Staff Committee considered a proposal to look at social care within Thorpe St Andrew.

Result

The Finance and Staff Committee reviewed information made available through the County and District Councils. It was felt that there was important information and services being offered, but often these were not widely known and understood.

The Committee suggested that the mid-year newsletter have 6 pages dedicated to the County and District provisions to highlight these to residents. These Councils would also be given an invite to Town Council events.

In addition to this, there was an identified need for a similar recognition of support for young people within Thorpe St Andrew. The Committee noted that much was already taking place through YAB and the Youth Council proposal, however many other services were not always easy to access.

The Committee have proposed that a working group styled on 'Grow Your Community' be established to look at the services currently available and ensure these are reflected in the mid-year newsletter. In addition, the working group would look at producing a stand-alone leaflet outline these options.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no financial implications arising from this report.

