

**Thorpe St Andrew Town Council
Minutes of the meeting
held on 5 June 2017 at 7.30pm**

15 Present:

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

Apologies:

Mr N Hancock	Mr D Sears	Mr R Wooden
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In attendance:

Mr T Foreman	(Town Clerk)	Mrs D Matthews	(Committee Officer)
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4 Members of the public
1 PCSO

16 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item	Nature of Interest
Town Clerk	25 Review of Town Clerk's Pay and Conditions	Pecuniary – left the meeting for this item

17 MINUTES

The Minutes of the Annual meeting held on 8 May 2017 were agreed and signed as a true record. (It was noted that the Minutes of the Annual Public Town Meeting would be presented to the next Annual Public Town Meeting in 2018.)

18 ANNOUNCEMENTS

- (i) The Town Mayor welcomed Mr Shaw to the meeting following his recent stay in hospital. On behalf of the Town Council he expressed his condolences to all the victims of the recent events in Manchester and London. He made reference to progress on the Brook Farm development and looked forward to seeing the detailed proposals. He would be officially opening the running track at the recreation ground shortly and would be attending the Brownies' and Girl Guide's 20th anniversary celebrations on 20 June. The first meeting of the Dementia Café volunteers had taken place and had been well attended. The official opening of the Café would be on 1 July to coincide with the opening of the garden area at the rear of Roxley Hall.
- (ii) The Town Clerk reported that he had met with representatives from the Broads Authority and also NCC Highway Authority when options for the future maintenance of cycle ways in the Town which were currently very overgrown had been discussed. The possibility of the Town Council taking on the maintenance of these areas had been raised. He had met recently with the Parks and Estates Manager who it was hoped would start his phased return to work in approximately 3 weeks' time.

19 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 PCSO present reported that there had been 57 offences during May in the Town. These included, 12 domestic incidents, 9 assaults (one of which related to an incident at Sainsburys which the Police Operation Partnership team and the legal team were progressing), 5 public order offences, 2 “sexting” incidents, 10 incidents of criminal damage (including a spate of damage to cars), 5 incidents at The Lodge and 7 thefts. Of particular concern had been an incident at the High School when a number of windows had been smashed with damage costing in the region of £5k. Police were working with the school and targeting their efforts in certain areas but progress was slow. There was much concern from Town Council members about this incident and the apparent increase in criminal behaviour in the Town recently. Members questioned what action was being taken to resolve the crimes and asked if there was currently sufficient police staff in the area to deal with issues. There was concern that if not dealt with promptly the levels of criminal activity could continue to rise and return to the high levels suffered a number of years ago before extra effort was channelled into reducing crime in the area. It was suggested that some of the culprits of the criminal activity were known, with some already holding ASBOs, and members questioned why they were not being dealt with. The Police commented that work was ongoing to formally identify the offenders and obtain the evidence necessary to take action. There were no plans to increase the number of PCSOs in the area, indeed as they left the service current PCSOs were not being replaced. There was a great deal of frustration about the increase in criminal activity and the difficulties of discouraging this without an increase in police presence. Members supported a suggestion that a meeting be convened with the Head of the High School, the Police, the District Council Community Safety Officer and Town/District Council Members to discuss the current situation.

RESOLVED to arrange a joint meeting of interested parties to discuss the current increase in criminal activity in the Town.

- (ii) Members noted the report of Cllr Ward.
- (iii) Cllr Mackie congratulated Mr Ward on his election as Chairman of the County Council.
- (iv) A resident asked the PCSO present if the current increase in criminal activity in the Town was being prioritised and if there would be an increased police presence in the area. The PCSO responded that they had limited resources and it was unlikely these would be increased but efforts were being made to address the current issues.

- (v) Mr Martins referred to the video posted by a member of the public on YouTube of the Town Council's last meeting and reference made in the video clip about the number of residents of the Island who were council tax payers. He asked for further clarification as to how many residents of the Island were council tax payers. The Town Clerk reported that initial investigations had identified that there were no residential council tax payers moored on the Island as the boats were not included within the council tax banding valuations as they were not regarded by the valuation office as residential moorings.

20 FINANCE

- (i) Payments List – Voucher numbers 67– 182 totalling £62,158.79 were approved and signed. With regard to voucher number 77, a question was raised about the cost of the Black Knights and if this represented good value for money. The Black Knights had been the main attraction at the St Georges day celebrations which had been attended by over 3,000 visitors. The displays had been good and enjoyed by all but it was noted that they had been hampered by an injury to one of the members of the group and that this was the first time the group had been engaged to perform at the celebrations. Next year the performance could be enhanced and, over the two years, the investment would be worthwhile.

21 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 15 May 2017 – noted.
- (ii) Finance and Staff Committee – 22 May 2017 – noted

The Chairman thanked the Town Clerk and the staff for the work undertaken to date on the projects outlined in the report to the Finance and Staff Committee to be funded using part of the £90k remaining in the general fund. He made reference to the proposed formal opening of the Dementia Café on 1 July and that the Ivy Child Charitable Trust had offered to fund the provision of tables and chairs for the Dementia Café. He encouraged all members to attend the opening.

22 STREET LIGHTING PROJECT

The Town Council considered the report of the Town Clerk which set out the 3 quotations for the installation of footway lighting along Yarmouth Road, River Green. The preferred quotation of the Finance and Staff Committee was Contractor A and the proposals was for the footway lights be funded through a loan from the PWLB, serviced through the Streetlight Maintenance budget. It was hoped the works would be completed by September 2017.

RESOLVED:

- (i) to support the proposed installation of footway lighting along Yarmouth Road, River Green;
- (ii) that Contractor A be selected as the preferred Contractor;
- (iii) the cost of the works be agreed at £46,855 plus VAT;
- (iv) the cost be funded through a loan from the PWLB, serviced through the Streetlight Maintenance budget.

23 PARKS AND ESTATES OFFICER POST

The Town Council considered the report of the Town Clerk which set out the recommendation from the Finance and Staff Committee to appoint a new Parks and Estates Officer, together with a job description and person specification which had been drawn up based on the current work undertaken but over a 7 day period and would allow for a presence at the Council's parks and community buildings at weekends which was the peak usage time.

RESOLVED that the Town Council agree to appoint a new Parks and Estates Officer.

24 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.

25 REVIEW OF TOWN CLERK PAY AND CONDITIONS

The Town Council considered the confidential report commissioned by the Town Mayor and the Chairman of the Finance and Staff Committee following a review of the objectives for the year ahead. The review compared the salaries and budgets of other comparable councils and the report included the SCP pay scales. The matter had been considered by the Finance and Staff Committee who were recommending an increase in the salary of the Town Clerk and that the notice required for the post be extended to 6 months. The Chairman of the Finance and Staff Committee commented that, following further consideration, it had become apparent that the increase in the notice period from 1 month to 6 months was not practicable for the Town Council or for the current or future post holders and she was therefore recommending that this be amended to 3 months. She also commented that the review of the Town Clerks salary had been instigated by Members as a result of the appraisal of the Town Clerk and had not been requested by him. Having regard to the high level and complex nature of the work now being undertaken by the Town Clerk and the need to attract, retain and reward suitable staff, Members supported the recommendation of the Finance and

Staff Committee to increase the Town Clerk's pay.

RESOLVED

to approve the recommendation of the Finance and Staff Committee to increase the salary of the Town Clerk to band 45 of the LC3 SCP pay scale, that the notice period required for the post be extended from 1 month to 3 months and that the increase be effective from 1 April 2017.

FUTURE MEETING DATES

Town Council	3 July 2017
Plans meeting	12 June 2017
Finance and Staff	19 June 2017

The meeting closed at 8:25pm

Signed:

Dated: