

Thorpe St Andrew Town Council
Minutes of the meeting
held on 4 September 2017 at 7.30pm

46 Present:

Mr I Mackie	(Town Mayor)	Mr J Fisher	(Deputy Mayor)
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:

Mr P Berry Mrs J Fisher

In attendance:

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

47 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item	Nature of Interest
Mr I Mackie	53 Highway Verges	Norfolk County Councillor
Mr S Snelling	57 Remembrance Sunday	Was a member of and held a position of office in the Royal British Legion

48 MINUTES

The minutes of meeting held on 7 August 2017 were agreed and signed as a true record. Mr Shaw commented that he had declared an interest in Minute no 45 Verges on Yarmouth Road as a Norfolk County Councillor.

49 ANNOUNCEMENTS

- (i) The Town Mayor referred to the forthcoming opening of the new Town Hall on 2 October from 5:30pm and that invites had been sent out for a small reception as part of the opening ceremony. He encouraged all members to attend. He also made reference to his proposal to utilise part of his county member allowance to fund the cost of works to verges on Yarmouth Road. Quotations had now been received in the sum of £6,000 and as he had not as yet received any request from Gt or Lt Plumstead villages for funding for suitable projects for his county member allowance he had decided this year to spend the whole allowance on Thorpe St Andrew with next year's full allowance being available to Gt and Lt Plumstead. He had attended the interview for the new weekend Parks and Estates Officer and had also presided at the opening of the Busy Bees summer fete. The Town Mayor then referred to the ill health of Mr Bill Tarring who was a member of the Royal British Legion and the poppy appeal organiser. He commended the long serving work of Mr Tarring for the Town and the Royal British Legion and the significant role he played in coordinating the poppy appeal for a considerable number of years. He wished to nominate Mr Tarring for a Community Achievement Award and, having regard to his

current ill health, he requested that standing orders be suspended to accelerate his nomination. On being put to the vote, it was unanimously

RESOLVED to suspend standing orders to allow for the early nomination of Mr Bill Tarring for a Community Achievement Award.

(ii) The Town Clerk reported on the following meetings he had attended:

- with the Town Mayor to progress the opening of the Town Hall;
- with Cllr Lawn and the Community Safety Team
- with neighbouring parish councils/clerks and contractors
- with Norfolk County Highways
- with Broadland District Council Planning Officers

He also reported that he had now received formal notification of the intention of the current Parks and Estates Officer to retire.

With regard to the street lighting proposal, confirmation of the public works loan had now been received and subject to highway approval, the project could commence. It was hoped it would be completed in time for the Christmas lights event.

He also reported that Andrea Long had recently left the Broads Authority and ongoing issues were now being dealt with by John Packman. The Broads Authority Annual Parish Forum would be held on 20 September at 6pm and Cllr Snelling indicated he was interested in attending.

In response to a question regarding the Norfolk Cricket Board funding for the installation of a non-turf cricket pitch on the Fitzmaurice Park, the Clerk confirmed that the matter was progressing and that the NCB would be precurring the work. There was a possibility that the proposal could include funding for the provision of changing facilities as there was a need a larger changing room for cricket officials. If this funding was forthcoming then options for re-use of the existing changing area could be considered and a further report on this would be made to a future meeting. The Mayor thanked the Town Clerk for his work on this project which would create a high level cricket facility.

Members noted the Town Clerk's forthcoming period of annual leave and that Darrin Sayer would be deputising for him.

50 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 45 incidents since his last report and that 9 of these related to one family/property. The offences included public order, thefts, domestic situations, criminal damage, arson, assault and a drug related case. Having regard to the fact that this period covered the main school summer break, the number of crimes was relatively low which was to be welcomed. One of the incidents related to an

- attempted card skimming at the ATM at Sainburys but the PCSO assured councillors that this had been detected early and that regular monitoring of the ATM took place.
- (ii) Members noted the report of Cllr Ward.
 - (iii) Cllr Mackie commented on current road closures as part of the NDR works and that these were detailed on the Town's website.
 - (iv) Cllr Fisher reported on his recent attendance at the Material Recycling Facility and that, following the recent campaign to reduce contamination of recycled materials, a further issue had recently been identified of NiCad batteries being included in recycling bins which had caused fires. The public would be encouraged to take batteries to authorised recycling collection sites such as those at supermarkets. Cllr Fisher went on to report that he had agreed to contribute some of his county member allowance towards the cost of resurfacing the footpath at Gorse Road/St Williams Way.
 - (v) A resident asked why the possibility of reconfiguring the changing rooms at the Fitzmaurice Pavilion and potentially increasing the size of the hall had not been undertaken as part of the renovation works and the Town Clerk responded that the possible reconfiguration of the changing rooms was dependent on funding being secured for new changing facilities as part of the Norfolk Cricket Board project and on further consultations with user groups. The resident also asked if the Town Council could publicise where it was possible to recycle batteries and the Town Clerk undertook to include reference to this in the forthcoming Town newsletter.

51 FINANCE

Payments List – Voucher numbers 441 - 516 totalling £26,890.85 were approved and signed.

52 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 14 August 2017 – Members noted the minutes and that the second reference to “rear” in the last sentence of item (vii) should read “front”.
- (ii) Events Committee – 29 August 2017 – noted. The Chairman invited volunteers for the Fireworks event to put their names forward as soon as possible. It was noted that one of the entrances was not going to be used this year. With regard to the Christmas lights event it was noted that the Broads Authority had agreed to allow use of their launch boat for the arrival of father Christmas.
- (iii) Finance and Staff Committee – 21 August 2017 – noted

53 HIGHWAY VERGES – REQUEST BY CLLR S LAWN

Cllr Lawn raised concerns about the poor standard of work being undertaken by Norse in cutting verges on the Dussindale estate. The Town Clerk reported that he had contacted Norse, the contractors, on a number of occasions but had not received a response, even when the matter had been referred to the contracts manager. Initial investigations indicated there could be some merit in returning the work in-house and even potential for savings to be made. Members noted that the contract had been awarded to Norse as at the time there were mutual benefits in doing so but that the situation had changed and the service was no longer effective. Part of the issue was the infrequent number of cuttings and no grass collection which led to a lot of grass being left behind. It appeared that blades were probably not very sharp as the quality of cutting was poor. The Town Clerk stated he did not envisage any issue with cancelling the contract. Members supported the suggestion that further investigations be undertaken into the costings involved in the Town Council undertaking its own cutting of verges.

RESOLVED that a further report be made to a future meeting on the costings for the Town Council undertaking its own cutting of verges.

54 PARKS PROJECT

The Town Council considered the report of the Town Clerk requesting authority to purchase a new piece of play equipment for the Laundry Lane Recreation Ground. The item would be chosen and placed in consultation with the Friends of Thorpe St Andrew Parks.

RESOLVED that the Town Council agree to authorise the purchase and installation of a new piece of play equipment at a cost not to exceed £8,000.

55 TOWN HALL DEFIBRILATOR

The Town Council considered the report of the Town Clerk requesting permission to purchase a defibrillator, possibly 2 depending on costings, for the Town Hall at Fitzmaurice Park and if possible, the Morse Pavilion. Proceeds of £1,000 from the sale of the tractor would be put towards the cost together with the donation from the garage sale at Dussindale. It was noted that the defibrillators were user friendly with recorded instructions on what to do when using them but that training would be available to staff and members. Representatives of the organisers of the garage sale had been invited to the opening of the Town Hall.

RESOLVED that the Town Council agree to authorise the purchase of a defibrillator and cabinet for the Town Hall at a cost not to exceed £2100.

56 CORRESPONDENCE FROM FITZMAURICE USER GROUP

Members received a report from the Town Clerk setting out four matters which needed members' consideration and the Clerk's advice on those matters. After discussion, the following decisions were made in respect of the four matters raised:

RESOLVED

1. that no reduction in rent be made having regard to the current costings for use of the hall by the Nursery and the financial standing of the Nursery after its first year of trading as a business rather than a charity. It was noted that no accounts had as yet been made available to the Town Council but it was understood the Nursery had broken even.
2. that the Town Council is not willing to allow the use of plastic signs on Pound Lane to advertise the Nursery as it feels this type of signage is not appropriate;
3. to advise the Nursery that the disabled toilet was now unblocked and available for use but that, because of the increasing number of blockages, access to the toilet would be controlled by a radar lock to ensure it was only used by registered disable persons;
4. that because of potential damage to the walls, the Town Council regrets it is unable to give permission for hooks to be placed in the wall for the hanging of temporary display boards.

57 REMEMBRANCE SUNDAY

Cllr Snelling updated members on his discussions with Father James and the thoughts of the Royal British Legion regarding arrangements for Remembrance Sunday. In summary these were

- Seating (20) to be provided next to the war memorial to help those unable to stand;
- The use of a buggy to assist those who were no longer able to march on foot to still join the parade;
- To encourage the church to join with the RBL in the march and the celebrations making it more of a community march/celebration;
- With regard to the WW1 100 anniversary celebrations in 2018 a separate march/celebration be held on the day.
- There was again a desire to see if it was possible to find a bugler or pipe band or something similar to accompany the service/march. The RBL would prefer this option to the organ playing as it was felt it was more appropriate and traditional. Cllr Snelling undertook to investigate options including the ATC at Sprowston but if not possible, the organ playing would be welcomed;

- The current standard bearers were unlikely to be able to take part in the march and Cllr Lawn and Cllr Snelling undertook to look at other arrangements;
- It was noted that the Brundall branch of the RBL was to be disbanded and it was agreed that its members be encouraged to join with the Thorpe St Andrew remembrance event.

58 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.

59 FUTURE STAFFING REQUIREMENTS

The Town Council considered the confidential report of the Town Clerk regarding the recommendation from the Finance and Staff Committee to employ a Parks and Estates Officer to replace the current post holder who had given notice to retire at the end of March. The appointment would allow for a period of overlap with the current post holder to facilitate a smooth transition. The costs of the overlap would have to be met from another budget heading. The report also sought authority to designate a Parks and Estates Supervisor from the 2 existing Parks and Estates Officers to reflect ongoing changes in the service area and additional responsibilities. At this stage no additional payment would be made for this. Further development of the service area was likely in the future with the provision of new facilities and services and the proposals would help meet the future needs of the service.

The Town Mayor reported that he had attended the recent interviews for the post of weekend Parks and Estates Officer and he was pleased to inform members that a very suitable and well qualified candidate had been engaged and was keen to get started. Members noted that at a recent event, the Town Council had been complimented on the high standards of its parks.

RESOLVED (unanimously)

1. to appoint a full time Monday to Friday Parks and Estates Officer to shadow the existing post holder and replace him on his retirement, any shortfall in funding for this to be met from within another budget heading;
2. to appoint a Parks and Estates Supervisor from the 2 existing Parks and Estates Officers to reflect the ongoing changes to the service area

FUTURE AGENDA ITEMS

- Renaming Laundry Lane Recreation Ground
- Options for Café facilities (including Eleanor's Café) - Members noted that Eleanor would be opening her café for the last time this week and agreed to write to her to thank her for running the café.

FUTURE MEETING DATES

Town Council	2 October 2017 to be held at the new Town Hall
Plans meeting	11 September and 9 October 2017
Finance and Staff	TBC

The meeting closed at 9:00pm

Signed:

Dated:

DRAFT