

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

**87 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 N Shaw
Mr S Snelling	Mr R Wooden		

**Apologies:**

Mr N Hancock      Mr R Robson                      Mr J Ward

The Town Clerk explained that Mr D Sears had requested a leave of absence due to illness. The Town Council approved this request for an initial period of 6 months.

**In attendance:**

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

Ms J Fenn (Deputy Clerk and  
Responsible Financial Officer)

Also in attendance were 2 members of the Parks and Estates Team, Ms Emma Rush - Youth Advisory Board and 2 members of the public

**88 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations were made.

**89 MINUTES**

The minutes of meeting held on 6 November 2017 were agreed and signed as a true record.

**90 ANNOUNCEMENTS**

- (i) The Town Mayor expressed his thanks and appreciation to all members and staff and to Father James for their help and support with the remembrance celebrations which had been well attended. He reported he had met with representatives of the Royal British Legion to discuss arrangements for next year's 100<sup>th</sup> centenary commemoration of the end of World War 1 and options for linking this with the opening of the commemorative gardens and a possible parish fete. He had also confirmed the Town Council's wish to see the remembrance march take place on Sunday 11 November 2018 in the morning. The Mayor reported that he had been invited to talk to the Brownies and Guides in January and he reminded members that the luncheon club was being launched the following week with the first luncheon scheduled to be served in January. The tree commemorating the platinum wedding anniversary of the Queen and the Duke of Edinburgh had also been planted. He made reference to the success of the Christmas lights event and thanked all involved in preparations for the event and for attending, in particular the work of members of the Parks and Estates Team. The event had been extremely successful and feedback from those attending was very positive. He thanked all members and staff for their help and support throughout 2017 and wished them all a very merry Christmas and a Happy New Year.

- (ii) The Town Clerk expressed his thanks to all concerned for with organising the Christmas lights event and other events throughout the year, in particular, he thanked the Parks and Estates Team for their hard work and members for their willingness to work closely with staff to organise and support events which was a real team effort with everyone pulling together. Together with and Cllr Fisher, he had met with developers for Pinebanks regarding progress with the development and they had also lobbied the district council and the highways department regarding the potential inclusion of a trod as part of the proposals at Brook Farm. He had met with James Dunne, Communications Manager at Broadland District Council to discuss the way the District Council was looking to progress Grow Your Community. With regard to the luncheon club, the volunteers would be providing a 2-course lunch for a price of £7:50 and options to engage volunteer drivers were being explored.

**Boundary Review** – the Town Clerk commented that, following discussions with members regarding the 2018 review of Parliamentary constituencies in England, he had formulated a response to the consultation in respect of the proposed changes to the Norwich North Constituency. The matter would normally have been considered by the Plans Committee but, because of the timescales involved, he was seeking the Town Council's approval to submit the response. Members supported the draft response as submitted subject to approval by the Chairman of the Plans Committee of the details in the response.

## 91 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 reported on the crime statistics received from Norfolk Constabulary for the Town since the last meeting. In total 31 offences had been committed. Reference was made to a report of rogue traders operating in the area and it was agreed to warn residents of this via the Town Council's web site. The Town Mayor expressed concerns at the number of domestic incidents occurring which often peaked at this time of year and the valuable work being done in this respect by Leeway. It was suggested that an article on the work of Leeway be considered for inclusion in the next newsletter.
- (ii) Members noted the report of Cllr Ward.
- (iii) Cllr Mackie reported that he was continuing to lobby for the inclusion of a trod in the proposals for Brook Farm and was hopeful this would be provided. He had also met with the highways authority regarding traffic flows and the NDR.
- (iv) Cllr Fisher reported on plans by the District Council to expand the food waste collection service which would then incorporate most residents of Thorpe St

Andrew; any remaining areas could be included at a later stage.

(v) Cllr Mancini-Boyle reported that the budget setting process at Broadland District Council had now commenced.

(vi) Mr Martins congratulated members on the success of events held throughout the year. He asked if matters were progressing with the development at Pinebanks and was assured that demolition works were underway with a view to the development commencing in the spring of the New Year. The proposals had been modified slightly to incorporate additional land associated with Langley school which had added to the delay in progressing the development. The access road off Yarmouth Road was being used as an access for demolition traffic but the plans did not at the present time include use of this access for the development.

## **92 FINANCE**

Payments List – Voucher numbers 784 - 915 totalling £40,055.65 were approved and signed.

## **93 DRAFT MINUTES OF COMMITTEE MEETINGS**

(i) Plans Committee – 13 November 2017 – noted.

(ii) Finance and Staff Committee – 20 November 2017 – noted. The Chairman of the Finance and Staff Committee wished to place on record her sincere thanks to all staff for their hard work throughout the year to make the events organised the best ever. She also thanked members for their continued hard work and support and said she was very proud to be part of the team helping to create special memories for the residents of Thorpe St Andrew.

## **94 BUDGET 2018/19**

Members considered the report of the Town Clerk on the Budget for 2018/19 following its consideration by the Finance and Staff Committee at its meeting on 20 November 2017. The budget was a responsible, clear and realistic budget. It took account of increased staffing costs in the current financial year and asset maintenance and the repair programme agreed in 2016. It included cost savings through contract reductions but allowed for additional staff to take account of increased workloads in the Parks and Estates Team, preparing for Brook Farm and to meet members' desire to see an improvement in the maintenance of verges and hedges in the Town. Provision had also been made to allow for consideration of proposals to extend community use of existing buildings as identified in the Town Plan and following the recent Neighbourhood Plan consultation.

It was noted that the proposed precept rise would amount to 10%, equating to an increase of £7.71 pa for a Band D property, or 15p per week. The estimated rate of £84.76 on a band D property was still significantly less than other current comparator parish/town councils in Broadland.

Members noted their responsibilities in setting the budget, in accordance with the

various legislation. The Finance and Staff Committee had approved the budget in full and commended it to the Town Council for adoption. In supporting the proposals, members thanked the Town Clerk and the Deputy Clerk and Responsible Finance Officer for their efforts in producing such a sound budget. The Town Council continued to offer a good service to the residents at a very competitive rate.

It was proposed, seconded and, on being put to the vote, unanimously

**RESOLVED** that the Town Council approves the budget for 2018/19 as set out at Appendix A to the report attached to the report.

## 95 UPDATE ON BROADS AUTHORITY

The Town Clerk reported that he had invited the Head of Planning and the Chief Executive of the Broads Authority to attend the meeting but they were not in attendance. He had been pursuing the Broads Authority for a response to the matters raised in April 2017, but had not received a response. Members were very disappointed to hear of the continued reluctance of the Broads Authority to seek a resolution to the planning and research issues, having regard to the seriousness and the length of time it was taking. The Members believed that a timely response would have enabled all parties related to the issues at River Green to draw a line under the issues with some certainty and move forward. This was a serious matter which the Town Council felt compelled to deal with and it was

**RESOLVED** that the Town Clerk be given authority seek legal advice regarding the matter with a view to taking any action recommended to resolve the issues.

It was also agreed that a standing item relating to the Broads Authority be included on the agenda for all Town Council meetings and an invitation continue to be extended to the Broads Authority to attend a meeting.

## 96 CRIME PREVENTION AT THE TOWN HALL

Members considered the crime prevention report received from the Crime Prevention Officer setting out suggested measures to help prevent vandalism and antisocial behaviour at the Town Hall. The recommendations included perimeter fencing and defencing planting around the Hall, removal/redesigning of objects which could be used a climbing aids, anti-climb paint or security spikes, review lighting, appropriate signage, review positioning of CCTV and the provision of an alternative youth shelter to avoid use of the Town Hall as a point of congregation.

Members discussed the options proposed and the potential for further measures such as electronic deterrents. It was felt that the youths tended to congregate in secluded corners of the building where they could not be seen and the installation of fencing would help discourage this. There was also a discussion about lighting and if this would discourage loitering. Members felt that defensive planting would also help the situation and they noted that works were proposed to clear overgrown areas to improve visibility and reduce the potential for loitering. Member supported the proposals for fencing, planting and works to the guttering to remove the temptation to climb as a first phase and that the situation be monitored to see if these measures helped to reduce the problems.

**RESOLVED** that works be carried out in relation to fencing, planting and guttering at

the Town Hall with a view to reducing crime and antisocial behaviour.

## 97 YOUTH COUNCIL

Members welcomed to the meeting Ms Emma Rush from the Youth Advisory Board who highlighted the role of the YAB. It had been formed in 2012 and there were currently 7 YABs operating across Norfolk. The main function was to recruit and train young commissioners and utilise funding available to help improve facilities for young people. They had carried out a consultation of what young people wanted and had received 2,500 responses. They would now be commissioning services to meet those needs and overseeing their provision. The whole process was about empowering young people. The YAB was looking to expand the number of young commissioners and enhance their training and development to enable them to influence and shape provision for young people. A number of adult representatives sat on the Youth Advisory Board including representatives from the County and District Councils, the NHS and the Police. Efforts had been made by the YAB to engage with young people in Thorpe through the high school but with no response from the school. This was particularly disappointing having regard to the fact that the school was a recipient of current YAB projects such as the Route to Roots project. Ms Rush stated that the YAB would welcome the opportunity to work with the Town Council to engage with young people in the Town by perhaps utilising meeting space at the Town Hall and by inviting young people to work along- side the Town Council.

Members welcomed the prospect of working closely with younger people in the Town and acknowledged the difficulties experienced in getting support from the school. There was a thriving youth club in the Town run by the Salvation Army which could be approached to engage with the YAB and Ms Rush commented that these would be an ideal age to engage in the process. Other groups also existed such as the Guides and Brownies and Cllr Emsell undertook to let Ms Rush have contact details of youth groups in the Town. There were a number of projects/events in the Town which it was felt would benefit from involvement by young people including the parks project, and potential for a specific event for young people. Members were supportive of the use of the Town Hall by the YAB to host young people's meetings, noting that this would most likely occur outside of school hours which would fit in with current use of the Hall. The Town Clerk advised members that 2 young people had expressed an interest in working with councillors. Members welcomed this interest and agreed that the Town Clerk, the Town Mayor, the Deputy Mayor and the Chairman of the Events Committee meet with the young people to discuss their possible co-option onto the Events Committee.

**RESOLVED** that the Town Council work in partnership with the YAB to encourage young people to get involved with the Town Council and its events and to that end, the Town Hall be made available to the YAB for meetings and that the Town Clerk, the Town Mayor, the Deputy Mayor and the Chairman of the Events Committee meet with the interested young people to discuss their possible co-option onto the Events Committee.

## FUTURE AGENDA ITEMS

Broads Authority

**FUTURE MEETING DATES**

Town Council	5 February 2017
Plans Committee	11 December 2017
Finance and Staff	22 January 2018

*The meeting closed at 8:55pm*

*Signed: .....*

*Dated: .....*