

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: