

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

111 Present:

Mr I Mackie	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Emsell	Mr N Hancock
Mrs J Fisher	Mr J Fisher	Miss S Lawn	Mr R Robson
Mr N Shaw	Mr S Snelling	Mr J Ward	Mr R Wooden

Apologies:

Mr L Reeves Mr D Sears

In attendance:

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

Also in attendance were 5 members of the Parks and Estates Team and for part of the meeting, 1 member of the public

112 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item
Mr I Mackie and Mr J Ward	120 Social Care Update

113 MINUTES

The minutes of the meeting held on 5 February 2018 were agreed and signed as a true record.

114 ANNOUNCEMENTS

The Town Mayor thanked all staff who had made such a great effort to get into work during the recent spell of adverse weather and for their responses to the demands of the situation.

The Town Council was advised of the recent death of Mr G Burdett a former Town Councillor and stood for a minutes' silence in tribute to Mr Burden.

The Mayor reported that thanks had been received regarding the efforts of the Parks and Estates team for their work in trimming the hedges on the cycle paths. He went on to welcome Michael Seaman to the parks and Estates Team.

The Town Clerk reported on the following matters:

- Discussions had taken place with regard to a local group undertaking maintenance and enhancement work at the cemetery to enhance the wildlife area.
- Discussions had taken place with the Broads Authority, the district council, the county council and East Cambridge District Council on a range of matters.
- Correspondence had been exchanged regarding verges and a financial contribution had been received from the bus company towards the cost of repairs to a verge following damage by a bus.
- The Town Council had managed to re-fill some of the grit bins in the Town during the recent spell of adverse weather as the Highway Authority were

unable to do this, because of other pressures. Mulch had also been laid on a public footpath in the Town which had become particularly slippery.

The Town Clerk thanked all staff who had managed to get to work during the recent spell of exceptionally bad weather.

115 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, 38 incidents of crime had occurred. One of the main incidents related to the smashing of 30 windows at the High School – which was the third weekend in a row when there had been incidents at the school. Members were concerned about the pattern of crime and felt the school should be encouraged to take steps to tackle the situation notwithstanding the fact that the damage to the windows was covered by insurance. They felt that efforts could be made to improve the CCTV provision at the school and the Town Council would be happy to talk to the school about this. It was noted that the Chief Inspector had agreed to attend a meeting of the Town Council to discuss neighbourhood policing in the Town, following contact made with Norfolk Police by councillors and it was felt it might be helpful to invite the school along also.

RESOLVED to invite the Chief Inspector and representatives from the High School to meet with the Town Council to discuss community policing and security at the High School.

- (ii) Members noted the report of Cllr Ward. He mentioned that Mr J Sadler's funeral had been rescheduled for Tuesday 6 March because of the recent bad weather.
- (iii) The Town Mayor handed round copies of the County Council's Vision for Norfolk 2021 booklet. He also mentioned that the County Council had confirmed its view that it wished to retain responsibility for the fire service following an approach from the Police Commissioner to merge this role with the Police Authority in Norfolk.

116 FINANCE

Payments List – voucher numbers 1139 to 1249 totalling £56,252.02 for February/March 2018 were approved and signed. Members noted that the Council had invested in some more substantial padlocks which now complied with insurance requirements and should last much longer. They also noted that the payments included an additional sum to Busseys to cover the previous month's payment which had not been requested.

In response to a question about the security of the recently purchased defibrillators, the Town Clerk advised that the defibrillators would be installed inside buildings which were now occupied most days.

117 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 12 February 2018 - noted
- (ii) Finance and Staff Committee – 19 February 2018 – noted.
- (iii) Events Committee – 26 February 2018 - noted.

118 PROPOSED TWINNING WITH SAINT ANDREWS NEW BRUNSWICK CANADA

Members considered the report of the Town Clerk setting out a proposal for civic twinning with Saint Andrews, Canada. The Town Mayor highlighted that the proposal offered an opportunity to share good practice with another organisation with many common features and interests and promote cultural and social understanding. The Town Clerk drew members' attention to the draft town twinning charter. Members viewed a short video clip of Saint Andrews and expressed support for the proposed twinning.

RESOLVED that the civic twinning proposal with Saint Andrews, Canada be approved subject to their approval and the Town Clerk explore opportunities to develop and promote this relationship through the adoption of a town twinning charter as drafted in the report; the Town Clerk and the Mayor being authorised to make any amendments to the charter following consideration of the matter by Saint Andrews at its meeting in April.

119 RETIREMENT OF PARKS AND ESTATES OFFICER – MR KIDDELL

On behalf of the Town Council, the Mayor thanked Mr Kiddell for his hard work and commitment to the Town since joining them in 1999. He particularly thanked him for his cheerful, helpful demeanour and his willingness to be involved in all events and activities. He wished him well in his retirement and said that he would be missed and it was hoped he would stay in contact with the Council.

The Town Clerk echoed these comments and thanked Mr Kiddell for his support, constant hard work and dedication to his job. He commented that Mr Kiddell had undertaken a huge volume and range of work and, as the team had grown, he had helped to support and guide new members of the team. He was recognised for his positive attitude and a willingness to apply himself to any task and he would be missed. The estates team was very much the public face of the Council and residents appreciated their work.

The Mayor presented Mr Kiddell with a certificate and gift from the Town Council. Mr Kiddell thanked the Mayor and all councillors and staff, in particular the estates team. He also thanked the Clerk for his leadership and added that he had enjoyed working for the Town.

120 SOCIAL CARE UPDATE

Members considered the report of the Town Clerk setting out details of consideration by the Finance and Staff Committee of a proposal to look at social care in the Town. The Committee had acknowledged the range of information and services available but that these were not widely known and understood. It was felt there was a role for the Town Council in facilitating access to this information and services, acting as a catalyst to bring providers and users together. This role could be developed to include

young people for whom support services were hard to access. In addition to producing coordinated information in the form of a single “flow chart” style newsletter, the Council could invite interested parties, including the district and county councils, to events and activities in the Town to establish links with users. They could also contribute to the newsletter. It was noted that the District Council’s role in relation to Grown Your Community had evolved with emphasis now on local communities under taking this work in their villages with the District Council as facilitators. The Town Council was keen to continue with its promotion of initiatives in support of Grow your Community such as the dementia café and the luncheon club which would link with the current proposal for supporting social care.

Members were very supportive of the proposal and felt there was a need to help coordinate information and signpost people to the right support.

RESOLVED to set up a working group styled on Grow Your Community to look at services currently available and the coordination of information about these in appropriate publications including a mid-year newsletter. Members of the working group to include the following councillors: Mr Mackie, Miss Lawn, Mr Snelling, Mrs Mancini-Boyle and Mr Emsell, together with other stakeholders as appropriate (Father James, Geoff Lawton, District Council, County Council, Health Authority, local groups etc.)

121 HUMAN RESOURCES AND HEALTH AND SAFETY

The Town Clerk reminded Members that, 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, the Council had agreed to sign up to a fixed fee Employment Law, Human Resources and Health and Safety Contract with Company A being the preferred choice at an annual cost of £2041.20. This particular contract was for a period of three years, whereas the contract with an alternative supplier allowed for a break clause after one year but the annual fee was £2400. Having regard to the fact that this was the first year the Council would be securing this service, members felt it would be wise to have the option to review the contract after one year to ensure it was meeting expectations.

RESOLVED to reaffirm the Council’s agreement to sign up to a fixed fee Employment Law, Human Resources and Health and Safety Contract but that the preferred contract be that offered with a break clause after one year at an annual fee of £2,400.

122 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.

123 UPDATE ON CORRESPONDANCE

The Town Clerk reported on receipt of correspondence regarding:

- a parking ticket issued in the Town
- commercial boat hire at Rivergreen
- ownership of Rivergreen

Members noted the correspondence and supported the responses proposed by the Clerk to the correspondence.

124 CIVIC AWARDS NOMINEES

Members considered the nominations received and also considered if the Council should recognise the work of the PCSOs covering the Town now that these roles had been deleted.

RESOLVED

- (i) to support the 3 nominations for individual civic awards only;
- (ii) to issue a merit award to the 3 PCSOs for the Town in recognition of their work.

FUTURE AGENDA ITEMS

- Rivergreen - update
- Community Policing - Meeting with Chief Inspector – Norfolk Constabulary
- Crime and security at the High School.

FUTURE MEETING DATES

Town Council	9 April 2018
Plans Committee	12 March 2018
Finance and Staff	TBC

The meeting closed at 9:10pm

Signed:

Dated: