

**Thorpe St Andrew Town Council
Minutes of the Annual meeting
held on 14 May 2018 at 7:40pm**

1 **Present:**
Mr P Berry Mr F Bowe Mr J Emsell Mrs J Fisher
Mr J Fisher Miss S Lawn Mr I Mackie Mrs T Mancini-Boyle
Mr L Reeves Mr N Shaw Mr S Snelling Mr J Ward
Mr R Wooden

Apologies: Mr N Hancock Mr R Robson Mr D Sears

In attendance:
Dr T Foreman (Town Clerk) Mrs D Matthews (Committee Officer)
Mrs J Fenn (Deputy Clerk and Responsible Finance Office)
Mrs F Bass (Deputy Clerk – Committees and Events)
4 Members of the public and Father James Stewart

With regard to the ongoing absence of Mr Sears, it was

RESOLVED to authorise a further period of 6 months absence for Cllr Sears on the grounds of ill health.

2 **ELECTION OF TOWN MAYOR**

It was proposed, seconded and

RESOLVED that Mr J Fisher be appointed as Town Mayor for 2018/19.

The outgoing Town Mayor thanked the Town Clerk for this continued support during his term of office. He also thanked all staff and members for their hard work and presented them each with a token gift of a small badge of the Union Jack/Canadian flag.

On behalf of the Town Council, the Mayor thanked Mr Mackie for the work he had undertaken as Mayor. He had worked extremely hard and been a very active and enthusiastic Mayor. He would be a hard act to follow.

3 **ELECTION OF DEPUTY TOWN MAYOR**

It was proposed, seconded and

RESOLVED that Miss S Lawn be appointed as Deputy Town Mayor for 2018/19.

4 **COMMITTEE TERMS OF REFERENCE AND MEMBERSHIPS**

The Town Council considered the report of the Town Clerk regarding the terms of reference for the committees of the Town Council. It was noted that these had been updated to take into account the new data protection regulation but might need a further update in the light of recent changes to the new legislation which no longer required the designation by the Town Council of a DPO.

RESOLVED to approve the terms of reference of the committees and the delegated

functions as set out in the report.

5 APPOINTMENT TO EXTERNAL BODIES AND ALLOTMENT PANEL

It was noted that there were no external bodies which needed to be appointed to. With regard to the Allotment Panel, it was proposed, seconded and

RESOLVED to appoint Miss Lawn, Mrs Fisher and Mr Berry to the Allotments Panel.

6 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item	Nature of Interest
Those members who were also District Councillors	14 Transfer of Toilet Block from Broadland District Council	By virtue of their role as a district councillor

7 MINUTES

The Minutes of the meeting held on 9 April 2018 were agreed and signed as a true record.

8 ANNOUNCEMENTS

The Town Mayor reported on the following:

- Meetings had been held with the Broads Authority to discuss the ongoing concerns about the Broads Authority and its dealings with the Town Council and a hope that matters would soon improve.
- The County Council was launching an initiative to help raise awareness and develop a protocol to deal with the increase in scam operators.

The Town Clerk reported on the following:

- Meetings had been held with Vineyard Church.
- He had met with Father James and welcomed the close working relationship between the Church and the Town Council.
- Discussions were to take place between the Town Council, a landowner, the City Council and the Broads Authority regarding a water leak between the main road and the Island and the need for work to the water main running across River Green. Efforts would be made to seek to avoid any disruption to the opening of the gardens on River Green.
- A carparking enforcement matter at Whitlingham Lane had now been satisfactorily resolved with the support of the Town Council.
- A meeting had been held with the History Group with regard to locating all archive material in one location.
- A meeting had been held with the Police Sargent for the Town.
- Discussions had taken place with the boat hire company with a view to

progressing terms for the boat hire business for consideration at the next meeting of the Finance and Staff Committee.

The Town Clerk expressed his thanks and appreciation to Jeanine Fenn for all her work in preparing the financial statements and supporting documents and Fiona Bass for her work in organising the St Georges Day event which had now become an extremely well run and much enjoyed event with much positive feedback. He went on to recognise the excellent working relations which continued between officers and councillors and that he was very proud of the work of the Town Council and its achievements. He went on to thank Mr Mackie for the way in which he had undertaken his duties as Mayor and that it had been a pleasure to work with him. He had been a very dedicated Mayor committed to delivering services for the Town.

9 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 – Members received the Crime Newsletter for May 2018 and the detailed report on logged crime in the Town for April. There had been 44 reported incidents and 127 calls to the control room.
- (ii) Members noted the reports of Cllr Ward - copies of which had been circulated to Members.

Cllr Fisher reported on a planned publicity campaign across the County in May/ June to support a reduction in single use plastic. One of the first events was a series of fashion shows using clothing made from recycled plastic.

Cllr Shaw reported that he had been appointed as Vice-Chairman of the Norwich Airport Consultative Committee, with Mrs Gurney elected as Chairman. One of the current matters under consideration was the potential for additional routes from the airport.

Cllr Mackie congratulated Cllr Ward on the completion of his term of office of Chairman of Norfolk County Council. He had been a hardworking Chairman, attending over 250 events. The new Chairman was Cllr Margaret Stone.

- (iii) Public - a member of the public raised concerns about the ongoing deterioration of John Fox Cottage and the lack of any action by the Broads Authority to preserve this listed building. He also raised concerns about a leaked draft report from the Broads Authority in which reference was made to uncertainty about the ownership of the River Green Staithe. This was contrary to all the historical evidence held in the Town. He felt these matters needed to be raised with the Broads Authority who had again demonstrated their ineptness. The Town Clerk responded that the matter of John Fox Cottage had recently been raised with the Broads Authority. The Town Council had also asked the Broads Authority to produce the impact assessment report which should have been undertaken to assess the impact of their development of a new building adjacent to the cottage. The Broads Authority had been made aware that the Town Council was taking a strong line with regard to its ownership of the Staithe and was willing to consider taking action to challenge the Broads Authority on this matter, mindful of the implications of the comments in their draft report.

10 FINANCE

- (i) Payment Vouchers – Voucher numbers 1 – 131 totalling £70,105.63 for April and May (part) were approved and signed.
- (ii) Bank Reconciliation Statement - the Statement as at 30 April 2018 was approved and signed.
- (iii) Annual Governance Statement 2017/18 – the Responsible Finance Officer invited members to consider and complete the Annual Governance Statement, The Statement was duly completed, approved and signed.
- (iv) Accounting Statement 2017/18 - the Responsible Finance Officer invited members to consider and approve the Accounting Statement for 2017/18. In answer to a question, she confirmed that the figure for other receipts in 2017 was much higher than the 2018 allowance as the Council had received a loan and new homes bonus in that year. The Accounting Statement was noted and approved.
- (v) Review of Responsible Finance Officer Job Description – it was noted that the Job description had been updated with minor amendments. The Job Description for the Responsible Finance Officer was noted and approved.
- (vi) Income, Expenditure, Balance Sheet and Variances 1/4/17 to 31/3/18 – these were noted and approved.
- (vii) End of Year Earmarked Reserves – members considered the proposed earmarking of reserves and noted that the balance in the general fund was greater than in the past but in line with the recommendations of the Auditor. The earmarked reserves were noted and approved.

Members thanked the Responsible Finance Officer for her work in preparing the Finance Information.

11 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 16 April 2018 – noted.
- (ii) Neighbourhood Plan Committee – 16 April 2018 – noted that a further consultation exercise would take place at the forthcoming Church Fete.
- (iii) Finance and Staff – 23 April 2018 - noted

12 BROADLAND WAY CYCLE WAY – CORRESPONDENCE

Members considered the report of the Town Clerk which set out correspondence from the Highways Engineer, Norfolk County Council, seeking comments on the initial design proposals for the “Broadland Way” green infrastructure corridor for Non-motorised users from Norwich to Wroxham. Members welcomed the proposals and wished to convey their support for sustainable transport links.

RESOLVED to support the proposals.

13 PROPOSED CAFÉ AT ST GEORGE MORSE PARK

The Town Council considered the report of the Town Clerk, circulated at the meeting, which contained a proposed layout of the café which had been developed in consultation with planners and Nanny’s Café who were currently operating the trial pop up café on the Park. The layout allowed for sufficient room for the operator to run their cake making business from the premises as well as run the café. At this time

there was no proposal for any indoor seating at the café and it was felt that the issue of shelter (perhaps by way of an awning or sail canopy) and indoor seating could be considered as part of phase 2 of the project. Concerns of the football club about the proposals were noted but it was felt the two could both cater for their particular users without detriment to each other and other support was being given to the football club to help with lettings of their clubhouse. It was noted that the kitchen facilities at the Morse pavilion were not of a standard to meet the current needs and the café could not remain in that location longer term. The proposed café would include two serving hatches to cater for users of the play area and the rest of the park. It was noted that a donation from the profits of the pop up café had been made to the dementia café.

RESOLVED that support be given to the draft plans and that the necessary planning application be submitted. Consideration also be given to scoping phase 2 of the project.

14 TRANSFER OF TOILET BLOCK FROM BROADLAND DISTRICT COUNCIL

Members considered the report of the Town Clerk regarding the transfer of the toilet block at River Green from Broadland District Council to the Town Council. The draft terms of the transfer were contained in the confidential appendix to the report and essentially included the transfer of the toilet block for nil cost with a commuted sum of £25,000 payable by the District Council to the Town Council. It was noted that there would be a covenant in place to restrict use of the building to that already agreed with the District Council, namely toilet facilities and office/tourist information space. The terms had been overseen by the Council's legal advisors.

RESOLVED that the transfer be approved and the Town Clerk, the Mayor, the Deputy Mayor and the Chairman of the Finance and Staff Committee (if required) be authorised to approve the transfer including the deed of covenant.

15 PROGRESS REPORT ON THE SOUTH NORFOLK/BROADLAND COUNCILS' FEASIBILITY STUDY

Members considered the report of the Town Clerk which included a joint statement from the leaders of Broadland District and South Norfolk Councils setting out their ambitions for enhanced collaboration between the two councils. The Town Council was being invited to comment on the proposals by way of a response to a survey form attached to the statement. Members expressed general support in principal to the proposals and it was

RESOLVED to authorise the Town Clerk to complete and return the survey form to indicate the Town Council' general support for the proposals.

16 PINEBANKS AND S137 UPDATE

Members considered the report of the Town Clerk circulated at the meeting providing an update on possible funding streams available for parks and open spaces over the next twelve months. Reference was made to the collapse of a section of the footpath running alongside the Pinebanks site to the Yarmouth Road which was well used and was a potential danger. The Clerk confirmed that the Town Council was carrying out regular inspections of the path but was unsure what could be done to repair the

collapse. Comments were made that perhaps the hole could be bridged and contact could be made with the Norwich Fringe Project to see if they had any suggestions. The Clerk undertook to contact the highways department to discuss the issue of repairs to the path.

Members noted the current position.

17 CONFIRMATION OF ANNUAL ADMINISTRATION

Members considered the report of the Town Clerk seeking to confirm the checks and administration which had taken place according to standing orders. It was noted that a renegotiation with the Council's insurers had resulted in a saving of approximately £2,000 in the cost of insurance cover.

RESOLVED to note and approve the checks and administration that had taken place in accordance with standing orders as set out in detail in the report.

Future meeting dates (as amended at the meeting):

Plans meeting	21 May 2018
Events Committee	22 May 2018
Finance and Staff	4 June 2018
Town Council	2 July 2018

Future agenda items:

*Update on parking on Vane Close
Provision for hedgehogs in new developments – Plans Committee*

The meeting closed at 9:20pm

Signed:

Dated: