

**Thorpe St Andrew Town Council
Minutes of the meeting
held on 2 July 2018 at 7.30pm**

18 Present:

Miss S Lawn (Deputy Town Mayor)
Mr P Berry Mr J Emsell Mr I Mackie Mr R Robson
Mr N Shaw Mr S Snelling

Apologies:

Mr F Bowe Mrs J Fisher Mr J Fisher Mr N Hancock
Mrs T Mancini Boyle Mr L Reeves Mr J Ward Mr R Wooden

In attendance:

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

There were no members of the public in attendance

19 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item	Nature of Interest
Mr I Mackie	26 Norfolk County Council Parish Partnership Scheme	By virtue of his role as a County Councillor

20 MINUTES

The minutes of the meeting held on 14 May 2018 were agreed and signed as a true record. It was noted that the café project and the toilet block were still progressing.

21 ANNOUNCEMENTS

The Deputy Town Mayor reported that, together with Cllr Fisher and the Town Clerk, she had attended a meeting with some of the Governors at the High School.

The Town Clerk reported on his attendance, together with Cllr Fisher at the Thorpe Woodland Planning Inquiry and site visit and that he would advise members of the outcome of the Inquiry as soon as he received it. He had also been liaising with the Broads Authority on outstanding matters.

22 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, 45 incidents had been recorded and 117 calls taken by the control room. It was noted that Norfolk Constabulary were now undertaking street surgeries. Members noted the number of domestic incidents taking place and those at the Norvic clinic and their impact on the overall crime levels. It was also noted that some incidents could potentially be recorded under more than one category.
- (ii) Members noted the reports from Cllr Ward.

(iii) Cllr Mackie reported on the recent election of Cllr A Proctor as the new leader of the County Council; he replaced Cllr C Jordon who had sadly recently died. The Town Council stood for a minutes' silence in tribute to Mr Jordon.

(iv) Cllr Shaw made reference to the recent activities to celebrate the centenary of the Royal Air Force, including a civic reception and an open weekend at Norwich Airport. He had recently been elected as Vice-Chairman of a Crime Scrutiny Panel and he was pursuing a matter regarding the production of a risk register by the District Council. He was unable to attend the next meeting of the Norwich Airport Consultative meeting and a representative of the Town Council could attend in his place.

23 FINANCE

- (i) Payments List – voucher numbers 243 to 352 totalling £107,115.07 were approved and signed.
- (ii) Bank Reconciliation Statement – the statement as at 31 May 2018 was noted and approved.

24 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 21 May 2018 – noted.
- (ii) Events and Media Committee – 22 May 2018 – noted.
- (iii) Finance and Staff Committee – 4 June 2018 – noted
- (iv) Neighbourhood Plan Committee – 11 June 2018 – noted.
- (v) Plans Committee – 11 June 2018 – noted. The Town Clerk explained the application by the Town Council to seek removal of the condition imposed by the Broads Authority in respect of a previous planning permission which removed permitted development rights. In line with recent Government policy, the Town Council was seeking to restore permitted development rights on River Green to avoid the need to seek formal permission for minor works.

25 BROADS LOCAL PLAN – CORRESPONDENCE

Members considered the correspondence from the Broads Authority setting out arrangements for the Broads Local Plan Examination, the draft hearing programme and their pre-submission consultation responses. The Town Council was scheduled to appear at the Hearing on Wednesday 18 July 2018, however, following amendments to the Plan by the Broads Authority to reflect the representations of the Town Council to the Plan, the Town Clerk would be attending the examination to observe but not make any representations. Any member wishing to attend should let the Town Clerk know.

26 NORFOLK COUNTY COUNCIL PARISH PARTNERSHIP SCHEME

Members considered correspondence from the Chairman of the County Council's Environment, Development and Transport Committee, inviting the Town Council to submit bids for funding for local highway improvements as part of the Parish Partnership Scheme which was being funded again for 2019/20. Members welcomed

the invitation and it was suggested that this would be an ideal opportunity to seek help with the cost of providing additional bus shelters in the Town. It was agreed that the priority areas for shelters were two on Dussindale (upper end - Commonwealth Way/Winstanley Road and Skippon Way) and one on Plumstead Road.

RESOLVED to make an application to the Norfolk County Council Parish Partnership Scheme for funding for three bus shelters in the Town, two on Dussindale (upper end - Commonwealth Way/Winstanley Road and Skippon Way) and one on Plumstead Road.

27 UPDATE FROM THORPE ST ANDREW HIGH SCHOOL

The Town Clerk reported on his attendance at a recent meeting with Governors from the High School, together with Cllr Lawn and Cllr John Fisher. The meeting had been very useful with the school indicating it was looking to become more community focussed. The Town Clerk stated he wished to apologise for not addressing the Head personally, by name, in recent communications with the school as this had been perceived as discourteous which was not his intention.

Members looked forward to working with the school in the future and for early discussions on the potential for community use of facilities funded by proposed s106 monies.

28 UPDATE ON THE BROADS AUTHORITY

The Town Clerk advised members of the latest situation regarding the staithe report commissioned by the Broads Authority. The Broads Authority had accepted that River Green was owned by the Town Council but, despite evidence to the contrary, had not sought amendment of the commissioned report to reflect that the staithe was a private one and not a public staithe. The Town Clerk outlined the implications of this for the Town Council and made reference to the loss of income already accruing. In response to a request from the Broads Authority, he would be supplying the Authority with the evidence to support the Town Council's ownership for them to consider. There were concerns that despite this, the Broads Authority might still not be able to secure the amendment of the commissioned research.

Members restated their serious concerns about this matter and, whilst the report had not actually been published, many interested parties had become aware of its contents and this was impacting on the Town Council's proposals for River Green. It was proposed and seconded that, in the event of the Broads Authority allowing publication of the current report without satisfactory amendment, an extra-ordinary single item meeting of the Town Council be convened in public to review the evidence and seek authority to pursue legal action. Members supported this course of action and it was

RESOLVED that, in the event of the Broads Authority allowing publication of the current report without satisfactory amendment, an extra-ordinary single item meeting of the Town Council be convened in public to review the evidence and seek authority to pursue legal action.

29 REQUEST TO PLACE “GEOCACHE” ITEM AT SIR GEORGE MORSE PARK

The Town Council considered a request to place a geocache item at the Park. Geocaching was an outdoor treasure hunt game whereby participants used gps receivers to hide and seek containers (geocaches).

RESOLVED that consent be given to the placement of a geocache item at Sir George Morse Park as proposed.

30 REPORT OF THE INTERNAL AUDITOR

Members considered the report of the Internal Auditor on the Audit review to establish if the Town Council’s systems of financial and other controls were effective. The review concluded that adequate processes and controls were in place and were being followed by staff. The excellent bookkeeping was again commended by the Auditor who was able to reduce the time taken to carry out the Audit with resultant savings in costs.

RESOLVED to note the report and thank the Responsible Financial Officer and all staff on another successful audit.

FUTURE MEETING DATES

Town Council	August 2018
Plans Committee	9 July 2018
Finance and Staff	16 July 2018

The meeting closed at 8:35pm

Signed:

Dated: