

**Thorpe St Andrew Town Council
Minutes of the meeting
held on 6 August 2018 at 7.30pm**

31 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Emsell	Mrs J Fisher
Miss S Lawn	Mr I Mackie	Mrs T Mancini Boyle	Mr L Reeves
Mr R Robson	Mr R Wooden		

Apologies:

Mr N Hancock Mr D Sears Mr N Shaw Mr S Snelling Mr J Ward

In attendance:

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

There were no members of the public in attendance

32 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

33 MINUTES

The minutes of the meeting held on 2 July 2018 were agreed and signed as a true record.

34 ANNOUNCEMENTS

The Town Mayor thanked all those involved in the organisation of the WW1 centenary celebrations held at River Green, which saw the formal opening of the commemorative gardens. The event had been very well received and enjoyed by all. He went on to report on the following:

- He had attended the launch of a new zero emission green taxi company based in the Town which had recently been licenced. The electric vehicles were powered solely by renewable energy.
- The “Bishy Barney” electric boat company had also started operating from River Green and early indications were the boats were proving very popular.

The Town Clerk reported on the following:

- Discussions had taken place with a resident looking to develop a new business hiring and selling hand-made wooden canoes from Thorpe Island. The owner of the electric boat hire company had indicated he welcomed the complementary business running along side his own.
- The Clerk had met with the Emergency Planning Officer at Broadland District Council who indicated he had confidence in the Town’s resilience measures in the event of an emergency. An updated resilience plan was being prepared and would be presented to the Town Council in the near future. A number of local volunteers had offered their help and support in the event of any emergency.
- A meeting had taken place with the Norfolk Music Service (minute 42 below).
- Meetings had taken place regarding work experience student placements and

two students would be undertaking work experience with the Town Council.

35 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, 59 logged reports had been included on the crime system and 157 calls taken by the control room. It was noted that there was potential for some incidents to result in more than one offence being recorded.
- (ii) Members noted the reports from Cllr Ward.
- (iii) Cllr Mackie expressed his appreciation of the completion of the work installing the commemorative sphere on River Green. He also reported on the following County Council matters:
 - The Police and Crime Commissioner was now inviting comments on his business plan supporting the case for taking control of the Norfolk Fire Service. The County Council had also produced a business plan supporting the retention of the Fire Service.
 - Haydn Thirtle was congratulated on his recent appointment as the new Chairman of the Broads Authority and the Town Council looked forward to working with him.
 - The Women’s charter had been launched by Norfolk County Council’s new chairman Margaret Stone as part of her aim to celebrate the county’s women during her tenure.
 - The County Council’s Audit Committee was discussing preparations for Brexit. The Auditors had issued an unqualified response to the Audit of the County Council’s accounts which was welcomed.
 - Work was commencing by various committees at the County Council in preparing the budget and savings in the region of £99m would be needed which were being spread over a three year period, together with other savings needed by 2021 because of the loss of the rate support grant.
 - “In Good Company Awards” had been made.
- (iv) Cllr Mancini-Boyle reported that progress was being made on collaborative working between Broadland and South Norfolk Councils and that a facilitator from the Local Government Association was supporting the two councils to progress working together.
- (v) Cllr Fisher reported on progress by the County Council with regard to housing for children aged 16+ who had previously lacked the level of support they needed. He also commented that the opportunity had been taken as part of Norfolk Day celebrations to encourage continued recycling of black plastic. This type of plastic was not easily processed at the recycling centre but efforts were being made to address this.

- (vi) Cllr Emsell reported on the success of the Dussindale community fridge and the Mayor thanked him for his efforts in managing the facility. A number of local supermarkets were contributing food. Others were not involved as they supported other charities with food donations. Approximately 200 kilos of food had been used in June and 300 kilos in July which would have previously ended up as food waste. The scheme was open to anyone to take food as long as the quantities were recorded for the purpose of collating evidence of the amounts diverted from waste. Mr Emsell also reported that the Dussindale garage sale was taking place on 2 September.

36 FINANCE

- (i) Payments List – voucher numbers 353 to 470 totalling £44,029.68 were approved and signed.
- (ii) Bank Reconciliation Statement – the statement as at 31 July 2018 was noted and approved.

37 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 9 July 2018 – noted. Members asked that their views supporting the application regarding the replacement boundary wall at 17 Fiennes Road be strongly reinforced following the refusal of the application by the District Council and the likely appeal by the applicants.
- (ii) Finance and Staff Committee – 16 July 2018 – noted. Planning Permission for the Café had now been granted and building regulation approval was now awaited.

38 RIVER GREEN – CCTV

Members considered the report of the Town Clerk regarding a proposal to install CCTV cameras at River Green. Members indicated that they were keen to see CCTV provision at River Green having regard to recent events of antisocial behaviour in the area. They felt that, in line with normal practice of installation of CCTV cameras on council owned buildings, CCTV provision should be installed for the toilet block and, in addition, a live-view camera be installed on River Green to support promotion of the area as a tourist attraction. The costs of the live-view camera would be £329 plus an annual fee of £40 for up to 5 day recorded feedback.

RESOLVED to proceed with the installation of CCTV cameras at River Green and that the provision include the installation of a live view camera at a cost of £329 plus £40 per annum for the option of up to 5 day recorded feedback.

39 PROPOSAL FOR THE PURCHASE OF A PUBLIC DEFIBRILATOR

Members considered the report of the Town Clerk regarding the purchase of a public access defibrillator to be mounted on the exterior wall of the River Green toilet block having regard to incidents in the local business area. They agreed that the Town Council could underwrite the cost of the facility but were keen to encourage local businesses in the immediate area who benefitted from trade from River Green to contribute towards the cost of the equipment.

RESOLVED to proceed with the capital purchase of a public access defibrillator and to

seek a contribution to the cost from local businesses with the Town Council underwriting the cost up to a maximum of £1882 plus £300 installation costs.

40 RIVER GREEN KIOSK PRODUCTS PROPOSAL

Members considered the report of the Clerk detailing a request that the Town Council provide Thorpe St Andrew themed merchandise to sell at River Green. Members felt that it was premature to contemplate this proposal at the present time and that instead the Town Council should support proposals by the Bishy Barney electric boat company to develop and sell merchandise and to review the situation at a later date. The boat company was looking to strengthen its viability by developing a range of merchandise and it was felt the Town Council should offer its support to them. There might be scope to liaise with the boat company to secure the Town's logo on some of their merchandise, including any maps produced for use by boat hirers. This would also allow time to see how the facilities at River Green progressed. In the meantime, information could be gathered on possible merchandise designs and costings for the future. With regard to the tourist hub, it was agreed that information leaflets including circular walks in the Town should be made available perhaps with the help of the history group.

RESOLVED

- (1) to support proposals by the Bishy Barney electric boat company to develop and sell merchandise at River Green and to invite them to include the Town Council logo on any appropriate merchandise;
- (2) to review options for the Town Council's own merchandise at a future date;
- (3) To provide information leaflets including circular walks in the Town in the tourist hub at River Green perhaps with the help of the history group.

41 THORPE COMMUNITY VISITING SERVICE

Members received a leaflet about the support offered as part of the Thorpe Community Visiting Service. The free service was available to anyone over 18 from any background and was currently run on a Monday by a group of 5 volunteers. Anyone interested in using the service for companionship, help or advice or anyone looking to volunteer for the service should contact the organisation.

42 NORFOLK MUSIC SERVICE

Members considered the report of the Town Clerk detailing options as to how the Town Council could support young musicians and potentially provide opportunities for musical participation at community events. The Norfolk Music Service currently delivered music lessons in many schools and were keen to work with the Town Council to enable young musicians in primary education in the Town to continue with music into high school. Members welcomed the idea and were keen to work with the Norfolk Music Service. Longer term it was hoped the proposal might lead to development of musicians who were able to play at community events in the Town.

RESOLVED to support a proposal for Norfolk Music Service to use the Roxley Hall for 2 hours free of charge (Tuesday afternoons) to allow primary and high school students

to have lessons with a view to creating a music ensemble.

43 REQUEST FROM THORPE ST ANDREW HIGH SCHOOL

Members considered the report of the Town Clerk detailing a request from the High School for a financial contribution of between £600 and £800 to help with staffing and recourse costs associated with the school's proposed civic twinning project by the gifted and talented club. Members welcomed the interest from the High School in working with the Town Council but felt that to enable them to consider the proposal fully, they needed more information on the proposed project, including, detailed costings, how the money would be used, what the proposals included, if any contact had been made with the high school in Canada, the timescales involved and the added value to the gifted and talented students.

RESOLVED that further information be sought from the High School on the proposed project, including, detailed costings, how the money would be used, what the proposals included, if any contact had been made with the high school in Canada, the timescales involved and the added value to the gifted and talented students to enable the Town Council to consider the request for funding.

44 SINGLE USE PLASTIC FREE THORPE ST ANDREW

Members considered the report of the Town Clerk setting out a request for consideration to be given to the Town becoming single-use, plastic free and phasing out the use of single use bottles, cups, cutlery and drinking straws. Members were keen to work towards the proposal to becoming single-use plastic free and to encourage users of its premises and stall holders at events to follow their lead.

RESOLVED that the Town Council adopt a policy of banning single use plastic, switching instead to environmentally friendly alternatives including

- (1) phasing out wherever possible the use of single use plastic in all council activities;
- (2) working with local businesses to encourage phasing out single use plastic promoting alternatives;
- (3) writing to contractors involved in Council events to highlight the policy.

45 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 confidential information.

46 COLLABORATIVE WORKING

The Town Clerk reported on an opportunity for the Town Council to consider options for collaborative working. Members generally supported the idea in principal and felt there was scope for further investigations.

With 10 members voting for, 1 against it was

RESOLVED that authority be given to the Town Clerk to proceed with the development of a business case in relation to collaborative working.

FUTURE MEETING DATES

Town Council	3 September 2018
Plans Committee	13 August 2018
Finance and Staff	20 August 2018

The meeting closed at 9:35pm

Signed:

Dated:

DRAFT