

Thorpe St Andrew Town Council Meeting

Minutes of the meeting held on 1st February 2016

184 Present: Mr J Ward (Town Mayor) Mr I Mackie
Mr J Fisher Mr L Reeves
Miss S Lawn Mr J Emsell
Mrs T Mancini Boyle Mr F Bowe
Mr D Sears Mrs J Fisher
Mr N Hancock Mr R Robson

Apologies: Mr M Pickess, Mr R Wooden, Mr P Berry, Mr N Shaw

In attendance: Mr T. Foreman (Town Clerk), PC Sean Phillips

185 Declarations of interest for items on the agenda.

None

186 To confirm the minutes of the Town Council meeting held on 4th January 2016

The minutes of the meeting held on 4th January 2016 were agreed and signed as a true record.

187 Announcements (For information only)

To receive announcements from

(i) The Town Mayor- Mr J Ward outlined his activities over the previous month including the launch of a book for a local resident and attendance at the Farmers Market.

(ii) The Clerk- The Clerk updated the Town Council on his activities during the previous month including a radio interview regarding the school parking, meeting residents regarding verge issues and attended meetings with external organisations relating to voluntary work within the community.

188 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 mins each

The Meeting was suspended following a proposal from Mr J Ward, seconded by Mr L Reeves.

(i) Norfolk Constabulary- PC Phillips attended the Town Council and provided an overview of the crime report for the previous month. It was further confirmed that the date of the next SNAP meeting would be 10th March 2016 at 19.00hrs at the Morse Pavilion.

(ii) County and District Councillors –Mr I Mackie explained that the budgetary consultation concludes on 8th February 2016. An overview of proposed budgetary ideas included a 2% increase to Social Care and a further projected increase to support other priorities such as Fire Stations, Libraries and Highways. It was confirmed that additional pedestrian crossings were currently on hold. For the District Council Mrs Mancini-Boyle confirmed that Broadland District Council were projected no cuts to services and no increase in rates. Mr J Fisher confirmed that the Environmental campaigns at Broadland District Council were attracting positive attention and a Top Dog event was planned in Dussindale on 6th February 2016.

(iii) Members of the public-None

189 Finance

- (i) Payments List: Voucher numbers 905 to 1004 totalling £91155.77 were noted
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

- 190 (i) Town Amenities Officer's Report**-The report of the Town Amenities Officer was noted
(ii) Tree Wardens Report- The report of the Tree Warden was considered. The report proposed the appoint of a further volunteer Tree Warden. It was proposed by Mr J Ward, seconded by Mr I Mackie and on a show of hands with all in favour it was **AGREED** to seek applications for an additional volunteer Tree Warden.
- 191 Draft Minutes of Committee Meetings**
(i) Plans Meeting 11th January 2016- were agreed and signed as a true record
(ii) Finance & Staff 13th January 2016- were agreed and signed as a true record
(iii) Events and Media 18th January 2016- were agreed and signed as a true record
- 192 Proposed Temporary Office**
The Town Council considered the report regarding the recommendation from the Finance and Staff Committee to temporarily relocate the Town Council office to the Roxley Hall. Mr T Foreman explained that heating issues at the Town Council office had caused a period of more than a week in freezing conditions and once repaired the office had permanent maximum heat which had created poor working conditions. It was further confirmed that the boiler had been temporarily fixed and that there was a recommendation that a new boiler was required, although the Charitable Trust has not ordered one to be fitted. Miss S Lawn explained that in addition to the poor working conditions, the Town Council currently pays full commercial rent on the office and meeting space and as such it would make sense to move into a Council building to save rental costs pending agreement to the Fitzmaurice Plans. It was proposed by Mr I Mackie, seconded by Mrs Mancini-Boyle and on a show of hands with all in favour **RESOLVED** to relocate the Town Council office to the Roxley Hall from 29th February 2016.
- 193 Village Hall Update & Furniture**
Mr T Foreman provided an update on the refurbishment at Roxley Hall and explained that it was anticipated the work would be under budget. It was explained that a need for new meeting and conference tables at the Roxley Hall and computer equipment was required to replace the current defunct projector used for Planning meetings. The Town Council considered the quotations for suitable meeting tables. The cost for a new visual display unit for both Plans meetings and events was quoted at being £400 with an additional £125 required to purchase a stand. It was proposed by Mr I Mackie, seconded by Mrs Mancini Boyle and on a show of hands with all in favour **RESOLVED** to purchase 11 beech effect chrome legged tables at a cost estimated to be £135 per table, 1 visual display unit and 1 stand at a combined cost not to exceed £525.
- 194 Street Lighting Contract**
The Town Council considered the confidential report relating to the Town Council street lighting contract. Mr T Foreman explained the basis of all contracts being considered were identical and checks had been undertaken with other public bodies on each of the companies to ensure both suitability and viability. The Town Council discussed the additional services required including the installation of Christmas lights and it was confirmed by Mr T Foreman that each company would have the ability to undertake this work. It was proposed by Mr J Fisher, seconded by Mrs Mancini-Boyle and on a show of hands with all in favour **RESOLVED** to appoint Cozens Electrical for a term of 4 years to maintain the 628 streetlight currently administered by the Town Council.
- 195 Printer Cost and Maintenance Contract**
Mr T Foreman provided an overview of the confidential report for the printer cost and maintenance contract for the Town Council. Currently the Town Council rent a printer and have an associated maintenance contract. Mr T Foreman explained that considerable savings could be generated over the length of the 4 year contract through purchasing a

suitable printer outright. The Town Council reviewed the quotations and the costs for purchasing compared to a hire agreement. It was proposed by Mr I Mackie, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to purchase a printer outright at a cost of £1,499.99+VAT and appoint EBS to undertake the printer maintenance contract.

196 Norfolk Association for Local Councils-

Mr J Fisher provided an oral update of the AGM of the Norfolk Association of Local Councils. Some concern was expressed relating to the new constitution of the AGM and some governance arrangements. Mr T Foreman explained that a significant number of staff had left the organisation and that legal advice which was requested a number of times last years was still not forthcoming. The Town Council discussed the issues related to Norfolk Association of Local Councils and the service the Town Council receives. Mr J Fisher tabled a motion that the Town Council not renew its membership with the Norfolk Association of Local Councils and instead apply for membership with the Suffolk Association of Local Councils he has found to be highly regarded, this motion was seconded by Miss S Lawn and on a show of hands with all in favour it was **RESOLVED** to seek membership of the Suffolk Association of Local Councils.

197 River Green Lease with Broads Authority

The Town Council considered the report on the River Green Lease with the Broads Authority which is due to end early in 2017. Mr T Foreman explained that the Broads Authority had taken the decision some years ago that River Green was a mooring that they could 'live without'. For the Town Council the ongoing cost for the maintenance of the River Green quayheading would likely to be unsustainable in the long term due to the significant cost of its repair should there be a structural fault. It was projected that the cost would likely be more than the annual precept of the Town Council. Mr T Foreman explained that if the Broads Authority does not renew the lease, the impact to the River green conservation area could be significant and with the weight of Yarmouth Road on the site, it could lead to River Green being pushed into the river. The Town Council acknowledged the potential for significant issues at River Green if the Broads Authority did not retain the area as it has done for a number of years. It was proposed by Mr J Ward, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** that the potential financial and conservation consequences of the Broads Authority not renewing the River Green lease be outlined in a letter requesting that the Navigation Committee revisit this decision.

198 Proposed Bus Shelter on Dussindale Drive

The request from a local resident to have a bus shelter installed on Dussindale Drive in the vicinity of Winstanley Road. Mr R Robson explained that the bus stop is very well used by residents going both to work and into the city and would be an ideal location for a new bus shelter. Mr T Foreman confirmed that highways permissions would need to be gained and the cost for the purchase and installation of a bus shelter was likely to be between £4000 and £5000. It was proposed by Mr R Robson, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** to purchase and install a bus shelter in the vicinity of Winstanley Road for residents travelling towards the city.

Future Agenda Items. (Not for discussion) Mr J Ward asked for information relating to TPOs, an update on the Post Box on Booty Road and an update on the Community Orchard.

Town Council meeting 7th March 2016

Date of next Plans meeting 8th February 2016

Date of next Finance & Staff meeting To be confirmed

With no further business the meeting closed at 21.15

Signed _____ (Chairman)