

**Thorpe St Andrew Town Council
Minutes of the meeting
held on 4 March 2019 at 7.30pm**

116 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Emsell	Mrs J Fisher
Miss S Lawn	Mr L Reeves	Mr N Shaw	Mr S Snelling
Mr J Ward	Mr R Wooden		

Apologies:

Mr I Mackie	Mrs T Mancini Boyle	Mr R Robson	Mr D Sears
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In attendance:

Dr T Foreman (Town Clerk)	Mrs D Matthews (Committee Officer)
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Also attending were four members of the public.

117 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Item
Mr N Shaw	Minute no:123 - Website refresh - he was involved in website design

118 MINUTES

The minutes of the meeting held on 4 February 2019 were agreed and signed as a true record.

119 ANNOUNCEMENTS

The Town Mayor reported that he had attended the 100th Birthday celebrations for Mr Jack Jenner held at the Town House.

The Town Clerk reported that he had attended meetings with the following:

- Father James and Martin Thrower regarding the church wall;
- the builders undertaking work at the Café – work was making good progress and a minor amendment was being made to enable indoor seating to be provided;
- fellow clerks at an elections briefing hosted by the District Council;
- the Allotments Association.

120 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 – no representative from the Norfolk Constabulary was in attendance and the Clerk undertook to circulate their newsletter as soon as it was received.
- (ii) Members noted the report from Cllr Ward.

- (iii) Having been given consent by the Town Mayor to speak on a matter not on the agenda, two local residents of South Avenue spoke about concerns with parking on South Avenue. They accepted that a degree of on-street parking by visitors to residents and businesses was to be expected, they were concerned about longer term and overnight parking which caused difficulties in accessing their driveways. One car in particular had been parked on the Avenue for 6 weeks. They asked if there was anything the Town Council could do and if perhaps a system of permit parking could be introduced to manage overnight parking or if the existing white lines could be extended further to discourage parking. The Town Mayor commented that on street parking was not a matter the Town Council had any authority over, but they would raise the issue with the highway authority via the county councillor for the area.
- (iv) In response to questions from Mr Martins, the Town Clerk commented that the Neighbourhood Plan had now been submitted to the District Council for comments which were awaited. With regard to the Broads Authority Staithe Report, a copy of this had been received but unfortunately contained the wrong addendum agreed with them. This had been raised with the Broads Authority who accepted the error and had agreed to insert the correct addendum.

121 FINANCE

- (i) Payments List – voucher numbers 1215 to 1312 totalling £52,802.33 were approved and signed.

122 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 11 February 2019 – noted. It was noted that the applicants had been asked by the Planning Authority to provide further explanation of its proposals. Members continued to have concerns about the ambiguity of the application.
- (ii) Plans Committee – 18 February 2019 – noted.
- (iii) Finance and Staff Committee – 25 February 2019 – noted.

123 WEBSITE REFRESH

Members considered the report of the Clerk, setting out quotations for the website refresh. A group of staff and councillors had received a presentation from three companies on their proposals and examples of website designs from four companies were displayed at the meeting. The existing website was very dated and Members were keen to develop a more up to date, professional website which would enable residents to interact more with the Council and would better promote the Town and its services and facilities.

Members discussed the option to offer an app for use in conjunction with the refreshed website. The app could be used for a range of functions including reporting problems to the Town Council such as potholes, streetlights, fallen trees, damaged bus shelters etc. Events could be promoted by way of “push” notifications and data such as bus timetables would be automatically updated.

It was noted that three of the suppliers had primarily quoted for the cost of a website refresh and were not looking to offer an app but that this could be purchased in each case for some considerable extra cost. The fourth supplier, however, included the provision of an app within the cost of the website refresh which was comparable to the other suppliers' costs for a website alone. Questions were raised about the need to ensure the longevity of the website, and it was noted that once complete, the website would be transferred to the Council's server and would be owned/managed by the Town Council and not hosted on the supplier's server. The Clerk confirmed that the refreshed website could be accommodated on the existing server arrangement. A member suggested it would be helpful to be able to see how many visits were made by residents to the website. It was felt that use of the app would become more popular over time.

RESOLVED to proceed with the purchase of the website refresh and app at a cost of £4,850.

124 UPDATE ON PARKS PROJECT

The Clerk advised members that Sprowston Town Council had indicated it was not agreeable to entering into a collaborative arrangement for the joint provision of a skatepark.

A meeting had been held with representatives of the Friends of Thorpe St Andrew Parks to discuss the next steps in the implementation of the proposals for Laundry Lane and an idea had been put forward to incorporate a statue or significant ornamental piece in the park. A suggestion was put forward regarding the possibility of engaging with a local chainsaw artist to possibly create a piece of woodland chainsaw art, perhaps including his attendance at the park to promote his work. Members indicated they were happy in principal for discussions to take place on the potential for such a project.

125 BOWLS CLUB CHANGING ROOM REQUEST

The Clerk reported on a request from the Bowls Club to install a small 16 x 10 structure (possibly to be amended to 18 x 8 to allow better access to the boundary hedge) at their cost to provide a shelter for changing. The area could also be used for viewing by participants during a change of ends.

Members supported the request and it was

RESOLVED to support the request from the Bowls Club to install a small wooden summer house structure at the Bowls Club, adjacent to the green and the carpark, the costs to be met by the Club.

126 STORM DRAIN WORK

The Clerk advised members of a proposal to undertake work at the café to provide a storm drain and a concrete path to the front of the café. It was noted that this work would not impede on any potential future expansion to the café.

RESOLVED to carryout work at the café to provide a storm drain and concrete path at a cost of £3124.

127 ASSETT AUDIT SOFTWARE

The Finance and Staff Committee had recommended the Town Council to approve the proposal to purchase asset audit software. The software would enable a wide range of Council inspections to be undertaken and coordinated using a hand held devise. A review of the initial costings now indicated that 2 licences would be sufficient to run on 6 devices at a cost of £109 per licence. In response to comments, the Clerk undertook to look at options for use of mobile phones or tablets as the hand held devices.

RESOLVED that approval be given to proceed with the purchase of asset audit software, with further investigation into the most appropriate devices to be used.

FUTURE AGENDA ITEMS

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The meeting closed at 9:00pm

Signed:

Dated:

DRAFT