

Thorpe St Andrew Town Council
Minutes of the meeting
held on 1 April 2019 at 7.30pm

128 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mrs J Fisher	Miss S Lawn	Mr I Mackie
Mrs T Mancini Boyle	Mr L Reeves	Mr R Robson	Mr N Shaw
Mr S Snelling	Mr J Ward	Mr R Wooden	

Apologies: Mr F Bowe Mr D Sears

In attendance:

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

Also attending were four members of the public and three members of the Estates Team

129 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Item
Mr I Mackie and Mr J Fisher	Minute no: 136 - Bus Shelters – Parish Partnership Scheme – Members of Norfolk County Council
Dr T Foreman	Minute no: 137 - Updated Sports Club Grant Funding (member of an interested club – offered no advice or recommendation)

130 MINUTES

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

131 ANNOUNCEMENTS

The Town Mayor reported that this would be the last meeting of the Council before the May elections and he thanked all councillors for their hard work over the last four years. He also thanked the Town Clerk and all the staff for their support over the last four years, and Mr M Martins for his contribution to meetings and for his role on the Neighbourhood Plan Committee.

The Town Clerk thanked all members and said it had been a privilege to work with members who were so willing and actively engaged in making a difference to their community. He went on to report that he had attended a number of meetings with local groups and organisations and had attended the Broads Authority parish forum when a number of other parishes within the Broads Authority area had shared experiences of working with the Broads Authority and who had concerns about the future direction of the Broads Authority. He had met with the Highways Authority to discuss local issues. Other activities included the planting of a number of trees and the raising of the commonwealth flag.

132 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 reported that no representative would be attending the meeting but that the Council had received a crime report for February which raised no matters of particular concern. A SNAP meeting covering the Thorpe St Andrew area was being held that evening at Salhouse.
- (ii) Members noted the report from Cllr Ward.
- (iii) Cllr I Mackie stated that the ruling group at the County Council would be putting together a paper of its proposals going forward and he would share this with the Clerk. The ruling group had held its AGM and had reappointed Cllr A Proctor as its Leader, Cllr Plant as Deputy Leader and Cllr Mackie had been appointed as Vice-Chairman of the group.
- (iv) Cllrs Ward and Mancini-Boyle reported on the appointment of a number of Assistant Director roles as part of the restructuring to serve Broadland and South Norfolk Councils following the collaboration agreement.
- (v) Mr Martins thanked members for the work they had undertaken to serve the community during the last four years. In response to a question from Mr Martins, the Town Clerk confirmed that the Broads Authority had now included the correct addendum in its Staithes Report and the Clerk undertook to let Mr Martins know when the Broads Authority had published the final report.

133 FINANCE

- (i) Payments List – voucher numbers 1313 to 1433 totalling £41,634.82 were approved and signed.
- (ii) Bank Reconciliation Statement as at 28/2/19 was approved and signed.

134 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 11 March 2019 – noted.
- (ii) Events and Media Committee – 25 March 2019 – noted. The Chairman of the Committee pointed out that the St Georges Day Flags referred to were not available at the price indicated and further efforts were being made to source affordable flags. With regard to the Lord Mayor's procession, Zero Taxis had indicated it was interested in working with the Town Council and this matter would be discussed further. It was noted that consideration of options for the Canada day celebrations would take place after the forthcoming elections. With regard to the Remembrance parade, Cllr Snelling commented that not only had the RBL agreed to support a move to an 11am parade for the future, it had also decided to strengthen its liaison with a number of other groups by affiliating these to the RBL. The Town Clerk added that a review had been carried out of the way in which the remembrance activities were accounted for and would be reported to the next meeting of the Town Council.

135 ST WILLIAMS WAY TRAFFIC ISLAND

Members considered the report of the Clerk regarding calls for a pedestrian refuge near the Heartsease roundabout on St Williams Way. Despite the location of the Island being in Norwich City, the area was used regularly by Thorpe St Andrew

residents who were keen to see a safer pedestrian refuge. Members supported the proposal.

A suggestion was made that issues on Margetson Avenue also needed to be addressed and these could be considered after the pedestrian refuge matter had been resolved.

RESOLVED to make representations to Norfolk County Council and Norwich City Council regarding the need for improvement to the traffic island at the Heartsease roundabout/St Williams Way to include a pedestrian refuge.

136 BUS SHELTERS – PARISH PARTNERSHIP SCHEME UPDATE

Members received correspondence from the County Council advising that the Town Council's bid for bus shelters had been successful and would be funded up to 50%. The contribution required by the Town Council would be £7,278.27. Two of the shelters would be sited on Dussindale and one on Plumstead Road.

RESOLVED to accept the offer from the County Council on the terms set out in the correspondence and the Town Clerk be authorised to sign the agreement.

137 UPDATED SPORTS CLUB GRANT FUNDING

Members considered the report of the Clerk setting out options for supporting sports club applications in the Town and updated information on the Clubs' funding priorities. It was noted that Frostbites' need for a new boat was not immediate. Members considered a range of options and suggestions for funding using the remaining money from the CIL fund (£366) and the BDC grant account (£2293). They were minded to use both funds (totalling £2659) to support the two local clubs but that the money should only be available when needed.

RESOLVED

- (1) to support the request from the Yare Boat Club for funding for the purchase of a lightweight set of blades costing £1980 for a quad set;
- (2) to agree to earmark the remaining funds available (£679) to Frostbites to help towards the cost of a new fibreglass boat, subject to the purchase taking place and the request for funding being made within the next 12 months.

138 THORPE DEMENTIA CAFÉ

Cllr Lawn led a full discussion regarding the arrangements for governance of the Dementia Café. The Café had been incredibly successful and there was a need to ensure a structure was in place to support the Café. Initially, the Thorpe Dementia Team had been established to oversee the administration of the Café consisting of volunteers and staff of the Town Council. This assisted the Café to apply for and receive donations, as the funds were not being held in the name of the Town Council but instead in the name of Thorpe St Andrew Dementia Cafe. The Town Council was however custodian of the funds and the administration of the Café. It was confirmed that the Town Council had the necessary powers to provide social care initiatives such

as this. There was agreement that the Town Council needed to continue to oversee the administration of the Café but that a more formal arrangement for governance was needed as this would help with the Café in the future, particularly with any changes in volunteers/staff.

It was stressed that the priority would always be the care of the users of the service.

Members supported the proposal for a more formal governance arrangement for the Dementia Café and it was

RESOLVED that a governing body be established to oversee the financial administration of the Dementia Café for purchases exceeding £250 with meetings taking place at least every 6 months and that the body comprise of the following: the Town Mayor, the Deputy Town Mayor, the Deputy Clerk, the Treasurer of the Dementia Café, and two representatives from the volunteers (one of these to be Hayley).

139 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.

140 PARK CAFÉ – LEASE TERMS

The Town Clerk outlined terms for the lease of the park café.

RESOLVED that the outline terms as reported be agreed and that the Town Clerk, together with two members (the Town Mayor and Cllr L Reeves) be authorised to sign the lease.

141 RIVER GREEN LEASE TERMS

The Town Clerk outlined terms for the lease of the River Green for a boat hire business.

RESOLVED that the outline terms as reported be agreed and that the Town Clerk, together with two members (the Town Mayor and Cllr L Reeves) be authorised to sign the lease.

FUTURE AGENDA ITEMS

The meeting closed at 9:10pm

Signed:

Dated:

DRAFT