



THORPE ST ANDREW TOWN COUNCIL

## TOWN COUNCIL MEETING

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF

Tel/Fax: (01603) 701048.

Email: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)

Issued: 27 September 2023

### Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Roxley Hall on 2<sup>nd</sup> October 2023 at 7.30pm for the purpose of transacting the following business.

*M Barron*

Michelle Barron. CEO and Clerk to the Council

### AGENDA

- 1 Attendance Book and Apologies for Absence**
- 2 Declarations of interest in items on the agenda**
- 3 To confirm the minutes of the Town Council meeting held 11<sup>th</sup> September 2023**
- 4 Announcements (For information only)**
  - 4.1 - The Town Mayor
  - 4.2 - The Clerk
- 5 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 minutes each**
  - 5.1 - Norfolk Constabulary
  - 5.2 - County and District Councillors (Written Report Cllr J Ward)
  - 5.3 - Members of the Public
- 6 Update on Events**
  - a: Remembrance
  - b: Fireworks
  - c: Christmas
- 7 Finance**
  - 7.1 - Payments List - to be tabled
  - 7.2 - Bank Reconciliation Statement - to be tabled
- 8 Draft minutes of the Planning and Environment Committee 18 September 2023**
- 9 Draft minutes of the Finance and Staffing Committee 25 September 2023**
- 10 Morse regeneration project – for consideration**
  - 10.1 – Pride in Places Grant Application
- 11 Distribution of meeting papers**

Further Agenda Items (Not for Discussion)

**Chief Executive Officer – Michelle Barron**

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew,  
NR7 0UL Tel: 01603 701048

Email: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)

Website: [www.thorpestandrew-tc.gov.uk](http://www.thorpestandrew-tc.gov.uk)

VAT No. 107 2921 90

**Thorpe St Andrew Town Council  
Minutes of the Town Council meeting  
held on 11<sup>th</sup> September 2023 at 7:30pm**

**1 PRESENT:**

Mr F Bowe (Town Mayor)	Mr C Eden	
Mr S Snelling (Deputy Town Mayor)	Ms C Ferris	
Mr D Wiseman	Mr J Ward	
Mr T Garner	Mr D Buck	
Ms L Skinner	Mr P Berry	
Ms L Barrett	Mr J Emsell	
Mr J Fisher		Mr S Court
Ms J Bailey		

**APOLOGIES:** None

**IN ATTENDANCE:** Mrs M Barron (Town Clerk), Mrs R McCarthy (OM/RFO), Mr J Calver (Parks Supervisor), Mrs L Weston (Policy and Committee Officer), Ms M Friend (newly elected Councillor) and 9 members of the public.

**2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None

**3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 24 July 2023.**

The minutes of the meeting held on 24 July 2023 were signed and approved as a true record.

**4 ANNOUNCEMENTS (For information only)**

(i) The Town Mayor, on behalf of the Council, welcomed Michelle Barron to her first Town Council meeting, as the new CEO/Town Clerk. Welcome was also extended to Mel Friend the newly elected councillor for the North West Ward and congratulations to Cllr Berry, recently elected as District Councillor. The Town Mayor also expressed his thanks to the officer team for a very successful 'Street Food' event, which took place on Sunday 10 September.

(ii) The Town Clerk confirmed the Neighbourhood Plan consultation had been received and it will be included on the next agenda for discussion.

(iii) The RFO advised the Council that Dr T Foreman, on his last day as Town Clerk, authorised the removal of the old solar panels on the Town Hall roof.

**5 PUBLIC SESSION**

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 report but it was noted that the Community Officer attended the ‘Street Food’ event.

(ii) County and District Councillors – Members noted the report from Cllr Ward.

(iii) Members of the public – One member of the public wished to highlight the problems and health implications the long grass on verges can cause for dogs. Also raising, for the attention and support of those serving as District Councillors, the ongoing smell emanating from Whitlingham sewerage works and the frustration at the lack of any response. Another member of the public raised concerns over the parking on South Avenue, unclear road markings and vehicles speeding through Yarmouth Road, requesting that these issues are chased up with County.

Father James updated Members on the most recent and upcoming church events. Also advising Members of the funeral arrangements for John Preus on 22 September; recipient of a Thorpe St Andrew Civic Award in 2021.

## **6 EVENTS UPDATE**

Mrs R McCarthy shared with Members the success of the Street Food event, although extremely hot, there was a very good turnout with no reported problems and financial information to follow. An update was given on the position of future Council events; all are proceeding as planned.

Cllr Eden and Cllr Emsell extended their congratulations to Mrs R McCarthy and the rest of the team and volunteers, on the success of the Street Food event, which was well attended considering other events being held on the same day.

The Deputy Mayor gave an update on the Remembrance Day Parade, which will be the same format as previous years but a shorter route, starting at Whitlingham Lane. There will be adequate parking along Yarmouth Road, as both sides can be used including the car park at Roxley Hall.

## **7 PARKS AND ESTATES UPDATE**

Mr J Calver gave a verbal update on all the works over the summer including the newly planted roundabout, overseeding of the football pitches at the Morse, trees planted are thriving.

All Parks Team staff completed a RoSPA operational plan inspection course earlier in the year, trained to an operational level, able to identify playground defects. Resurfacing of the play equipment area to begin, ready for use again by half term.

The Town Hall roof was completed on time, the solar panels were removed but will look to getting a grant to replace in the future.

The Broads Authority have refused the application put in for the Horse Chestnut tree at River Green, an appeal has gone to the Secretary of State.

## **8 FINANCE**

- (i) Payments List – report attached, the RFO answered questions from Cllrs regarding Cleaning and Gas charges.
- (ii) Bank Reconciliation Statement - report attached, no questions.
- (iii) Banking Mandate – verbal report, update required for the change of Town Clerk.
- (iv) Conclusion of Audit – report attached, no issues raised with the accounts.

**9 Formal Consultation Broadland: Public Spaces Protection Order – Vehicle Related Anti-social Behaviour**

The OM/RFO gave a brief overview of the draft order as attached and it was therefore proposed by Cllr Eden to agree in principle with the 3 proposals, seconded by Cllr Fisher and agreed with a unanimous show of hands.

**10 Further Agenda Items (Not for Discussion)**

None.

**Meeting closed at 8.10pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

17<sup>th</sup> September 2023

REPORT FROM COUNCILLOR JOHN WARD

NORFOLK COUNTY COUNCIL

i was honoured to be present at the Battle of Britain Ceremony at County Hall on 15<sup>th</sup> September. We had a fly past by a Spitfire that is the only one still flying that saw action in the Battle of Britain.

200 Firefighters will take part in a giant relay, night and day, over 385 miles between all 42 fire stations in Norfolk. It starts on Thursday 28<sup>th</sup> September and finishes at Carrow Station on Sunday 1<sup>st</sup> October.

A new website has been launched, [www.travelnorfolk.co.uk](http://www.travelnorfolk.co.uk) to bring together details of all public transport and cycling and walking routes.

The final round of LED upgrades to NCC's street lighting has started and will be completed within the next 2 years, when all 16,800 lights will use low energy LEDs, saving over 200 tonnes of CO2 emissions per year, plus there will be an electricity saving of £380k per year on current prices.

Norfolk County Council are offering residents 40,000 discounted trees. This will help towards our target of one million trees. Trees will be available for collection from County Hall. Details at [www.norfolk.gov.uk/subsidisedtreepacks](http://www.norfolk.gov.uk/subsidisedtreepacks).

**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE PLANNING AND ENVIRONMENT  
COMMITTEE MEETING  
HELD ON 18<sup>th</sup> September 2023**

**PRESENT:** Mr J Fisher (Chairman) Mr F Bowe  
Mr S Snelling Mr P Berry  
Mr T Garner Mr D wiseman  
Ms C Ferris

1. **In Attendance:** Mrs M Barron (Town Clerk), Mrs L Weston (Policy and Committee Officer),  
No members of the public.

**Apologies for Absence:** Cllr D Buck

2. **Declarations of Interest:** None

3. **Minutes of meeting held on 10 July 2023**

The minutes of the meeting held on 10 July 2023 were approved and signed as a true record.

4. **Planning Items Raised by Residents:** None

5 **Planning Applications:**

**2023/2491 85 Beechwood Drive Single storey side and rear extension (SS)**

The Town Council, in its capacity as statutory consultee, raises no objections in principle but would add that the window ought to align with the existing window design.

**2023/2687 14 Primrose Crescent Two storey side extension (PB)**

The Town Council, in its capacity as statutory consultee, note the neighbour's concerns but understand the hedge is to be retained, therefore raises no objections.

6 **Record of Delegated Planning Decisions**

Cllr Fisher appraised the Members of all the delegated planning decisions made during the month of August,

7. **Enforcement Notices (Confidential Matters):** None

**Future Agenda Items (not for discussion)**

Cancellation of the Pinebanks meeting was raised by Cllr Snelling, it was left with the Officers to follow up with Ocubis to arrange another date.

**Meeting closed at 8.02pm**

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

**Thorpe St Andrew Town Council**  
**Minutes of the Finance & Staffing Committee meeting**  
**held on 19 June 2023 at 7:30pm**

**1 PRESENT:**

Mr S Snelling

Mr F Bowe

Mr S Court

Ms L Barrett

Mr J Emsell

Mr J Ward

**APOLOGIES:** Mr T Garner & Mrs L Skinner

**IN ATTENDANCE:** Mrs R McCarthy (OM/RFO)

**2 CONFIRMATION OF CHAIRMAN**

The OM/RFO confirmed that the standard procedure is for the Deputy Mayor to act as the Chair of Finance & Staffing Committee. It was proposed by Mr J Ward, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to appoint Mr S Snelling to the position of Chairman.

**3 ELECTION OF VICE-CHAIRMAN**

It was proposed by Mr S Snelling, seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED** to appoint Mr S Court to the position of Vice-Chairman.

**4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None

**5 MINUTES OF THE MEETING HELD ON 24 APRIL 2023**

The minutes of the meeting held on 24 April 2023 were agreed and signed by the Chairman.

**6 PUBLIC PARTICIPATION (LIMITED TO 3 MINS PER SPEAKER)**

None

**7 DONATIONS UNDER s.137 LOCAL GOVERNMENT ACT 1972**

The OM/RFO advised the committee that the Cemetery Maintenance budgeted finance could be considered as a S.137 donation for the church. Mr J Ward declared an interest in his capacity as Church Warden. It was proposed by Mr F Bowe, seconded by Mr J Emsell and on a show of hands with one abstention **RESOLVED** to pay £400 to the Church for maintenance of the cemetery.

**8 “MADE IN THORPE” SCHEME RE-DEVELOPMENT**

The OM/RFO presented a proposed new structure for the Made in Thorpe Business Sponsorship scheme. The committee supported the plans but felt the tiered system was too prescriptive and that some of the prices would be prohibitive to small businesses. Further minor content amendments were also requested. Communications and Community Officer to remodel ready for presentation at next meeting.

It was requested the Town Council write to former Councillor Leigh Reeves to thank him for his work on the Made in Thorpe initiative whilst in service.

**9 UPDATE ON CEO RECRUITMENT**

The OM/RFO gave an update on the CEO vacancy and advised that the deadline had been extended to 30<sup>th</sup> June. Alternative places to advertise were suggested. OM/RFO to extend advertising.

Future Agenda Items: None

*The meeting closed at 8:25pm*

Signed: .....

Dated: .....



