

**Thorpe St Andrew Town Council**  
**Minutes of the Town Council meeting**  
**held on 5<sup>th</sup> June 2023 at 7:30pm**

**1 PRESENT:**

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

**APOLOGIES:** Mr D Moore

**IN ATTENDANCE:** Dr T Foreman (Town clerk)  
Mrs R McCarthy (OM and RFO)  
Mr J Calver (Parks and Estates Supervisor)  
Mrs D Wheatley (Administration and Communications Officer)  
Mrs L Weston (Committee Officer)

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

Ms L Skinner declared an interest in matters relating to item 14 on the agenda.

**3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 17 MAY 2023**

The minutes of the meeting held on 17<sup>th</sup> May 2023 were amended, correcting a name in the list of those present, agreed and signed as a true record.

**4 Announcements**

(i) The Town Mayor expressed his thanks to staff and councillors involved in expediting removal of the caravan on Southill Road. It was reported that Travellers have pitched at the Broadland Business Site, Archant building, Dr T Forman is to meet with Thorpe St Andrew School in relation to anti-social behaviour directed at residents and speak to the Business Managers at three local GP practices to discuss issues raised by residents; the Town Mayor will report back.

(ii) The Town Clerk advised the meeting on several points:  
The Travellers are here for four days for a funeral, the Landowner is aware but hopes the site will be left clean and tidy.  
Training Opportunities for Planning and Induction required by members; either in house or by a 3<sup>rd</sup> party annually.  
Confirmation of member details appearing on the website.  
Photos required of newly appointed members for ID cards and confirmation of the new email addresses.

Views welcome on ideas for future meeting venues and the format of the meeting papers. Are the members happy with the use of bookmarks to navigate the papers or would page numbers be preferred.

Devices used at Town Council meetings – kindles are provided but members can use their own devices if preferred.

## 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 – Update from Cllr Emsell on anti-social behaviour, Police have taken action against children they found trespassing in the Oasis building. Cllr Berry's neighbour reported anti-social behaviour in Henby Way area, which he too had witnessed and passed onto the Police.

(ii) Members noted the report from Cllr Ward and the update regarding a new Platinum Jubilee Trail from Gressenhall to Dereham approximately 3.5 miles.

(iii) There were 4 members of the public in attendance. Father James gave an update on the events held by the Parish Church and Good Shepherd during the month of May. Thanksgiving was followed by the Big Coronation Lunch with the Norwich City Concert Band, and as a community we did the King proud over the Coronation weekend. The church yard opened for a plant sale last weekend which was also a good event. In relation to the agenda, the Christmas event and resident survey regarding the venue for the event, Father James wished the members to know that it is very successful at the River Green and would like to see it remain there. Thorpe St Andrew is held in high regard so consider this item carefully. A further resident asked about whether a closing date for the survey had been advertised and Mrs R McCarthy confirmed it had been. A resident asked about public toilets at the Town Hall and Dr T Foreman confirmed these were available during office hours.

## 6 **UPDATE ON EVENTS**

The Town Council considered the report Update on Events delivered by Mrs R McCarthy. The venue choice and resident survey results for the Christmas event was widely and thoughtfully discussed between members and officers, considering all the pros and cons.

It was proposed by Mr J Emsell, seconded by Mr D Buck and on a show of all hands with all in favour to approve the recommendations of the report for the Fireworks event.

It was proposed by Mr D Buck to move the Christmas event to the Fitzmaurice Park, seconded by Mr J Emsell, the decision was carried with 1 against and 1 abstention.

It was proposed by Mr D Buck, seconded by Mr J Emsell and on a show of all hands with all in favour to approve the recommendations of the report for the 80 years D-Day landings event.

Mr C Eden left the meeting at 8.35pm following the conclusion of this item.

## **7 REPORT OF THE PARKS AND ESTATES SUPERVISOR**

The Town Council considered the report as attached. Mr J Emsell thanked the team for the sort out of the stores. Ms J Bailey raised shaded areas in the parks, this has been looked at previously and is actively being looked at again.

## **8 FINANCE**

8.1 Payments List – as per attached report, no questions

8.2 Bank Reconciliation Statement – as per attached report, no questions

8.3 Banking Mandate - Two new signatories required, all members agreed with a show of hands for Mr F Bowe and Mr S Snelling to be added to the banking mandate.

8.4 AGAR – The Town Clerk read to the members all the points from the Annual Governance Statement. All matters were agreed; therefore, the statement was signed by the Town Major as the Chairman.

## **9 Draft Minutes of Committee Meetings**

Draft minutes of the Planning and Environment Committee held on 22<sup>nd</sup> May 2023 were noted.

## **10 REPORT OF THE INTERNAL AUDITOR**

The report of the internal auditor was approved, and thanks extended to Mrs R McCarthy from the Town Clerk and Mayor.

## **11 ASSET DISPOSAL**

The Town Council considered the report for Asset Disposal as attached. Mr S Snelling suggested contacting the Norfolk Cricket Association for advice, if we are unable to sell the items locally.

Mr F Bowe proposed the sale of the items as per the report, seconded by Mr J Fisher and agreed with a unanimous show of hands. Mr F Bowe undertook to sign the asset disposal forms on behalf of the Council.

## **12. BROADS AUTHORITY- VERBAL REPORT**

The Town Clerk briefed the members on matters related to the successful defence against a recent legal case which appeared to arise, in part, because of erroneous information contained within drafts of Broads Authority funded reports. It was confirmed that even if the award for costs was paid in full, the case would still have

cost the Council approximately £4,000 and significant officer time. Members discussed a number of concerns which had been raised by residents and business relating to the Broads Authority, in particular the governance and financial arrangements. The Council expressed significant concerns about the leadership of the Authority.

Mr F Bowe proposed a vote of no confidence in the Broads Authority, seconded by Mr J Emsell and agreed by a unanimous show of hands.

A letter outlining the aforementioned concerns and that the Town Council has no confidence in the Broads Authority is to be sent to Dr Packman.

### **13 EQUALITY, DIVERSITY AND INCLUSION POLICY**

The Town Council reviewed the report and policy for Equality, Diversity, and Inclusion as presented. The Town Clerk advised an amendment to the policy to include Paternity Leave to match the new contracts.

It was proposed by Mr F Bowe, seconded by Mr P Berry and with a show of hands and all in favour RESOLVED to approve the Equality, Diversity and Inclusion Policy with the paternity amendment.

### **14 TOWN HALL ROOF REPAIR**

This item was pulled from the agenda and would feature at a future meeting.

### **FUTURE AGENDA ITEMS**

Mr P Berry to join the Finance & Staff Committee  
Mr J Ward – Venue for meetings

Chairman \_\_\_\_\_

Date \_\_\_\_\_