

**Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 3rd February 2025 at 7:30pm**

Present:

Mr S Snelling (Deputy Town Mayor)	Mr J Ward
Mr D Wiseman	Mr P Berry
Mr J Fisher	Mrs M Friend
Ms J Bailey	Ms C Ferris
Mrs L Skinner	Mr D Buck
Mr S Court	Ms L Barrett
Mr J Emsell	

In attendance: Mrs S Bristow (Locum CEO/RFO), Mrs L Weston (Administration and Committee Officer) Cllr Ian Mackie, Rob Lucas (RLS Computers) and 9 members of the public.

- 1 Apologies considered:** Cllr Bowe and Cllr Eden apologies accepted
- 2 Declarations of interest in items on the agenda –** Cllr Skinner declared an interest in item 10.4, Cllr Court and Cllr Bailey declared a non-pecuniary interest in item 20.
- 3 Adjournment of meeting to allow for public questions. (15 mins, max 5 mins per speaker)**

Cllr Emsell requested that the non declaration by the press at the meeting on 13 January 2025 to take a photograph, and permission to use the photograph, be recorded on the minutes.

The meeting was adjourned to allow members of the public to speak. Father James gave welcome in person to the Locum CEO. Also informing members of the following events; a fund-raising Vintage Film night on 15 February, a Spring Fair on 15 March and Pickwick the musical at the Roxley Hall 6-8 February.

A member of the public reminded members of a Civic Award given to a resident for many years of fund raising, with a commitment to follow up with another a year later. The Deputy Mayor advised he couldn't recall the commitment but it would be investigated.

Another member of public commented on the continuing speeding issue on Yarmouth Road, River Green area, and the need for a permanent speed camera. The Deputy Mayor thanked the member of public for his comments and advised that although it is a County Council issue the Town Council would look at moving one of the Speed Awareness Monitors (SAM) to the vicinity, for a 4-week period. The member of public also highlighted a mistake in the Minutes for 7th October, item 4.2.

A member of the public requested consideration for a new business venture, hiring paddleboards to his customers to launch from the riverbank at River Green.

4 To Receive Councillor Reports

4.1 County Councillors

Cllr Mackie welcomed the new Locum CEO and following the Standing Orders, requested to receive invitations and agendas going forward. Cllr Mackie also shared some information with members concerning the speeding issues on Yarmouth Road, Highways Engineers have confirmed they would install another post along the road, if the Town Council suggests a spot.

Updating members on a major project, which is due to start on 24 February at the end of Yarmouth Road at the mini roundabout. The road will be closed for 3 weeks, which is considerable given its impact, the work is to widen the road around the mini roundabout to ensure buses and emergency vehicles can get through quicker.

Also, some members of the public have reported water coming down School Lane, an Anglian Water issue, which they picked up quickly. Yellow Lines to be painted outside of Chapel Lane, is a priority, once the area is dry. The Town Council should have received a feasibility study re a possible pedestrian crossing at the bottom of Thunder Lane, Yarmouth Road, Cllr Mackie is very keen to support that. Some residents have requested more Dog Fouling Bins in certain areas, Cllr Mackie would be happy to give his Cllr Allowance to help purchase the bins and would ask the Town Council for their backing to support the installation of 4 new Dog Foul Bins and posts.

- 4.2 Cllr Berry attended various meetings and site visits for the Appeals Panel, including an Overview and Scrutiny meeting, where the Cabinet were questioned about the sale of Thorpe Lodge. The Planning Committee meeting approved improvements to the Broadland Country Park and 242 new dwellings at Aylsham with one third being affordable, social and shared ownership properties. Approval was also given to convert the Annexe of the Horizon building to a Veterinary practice employing 12 staff and open 7 days a week.

5 Announcements (for information only)

5.1 The Town Mayor – no report

5.2 The Locum Town Clerk's – Report as attached, no comments.

6 Minutes of the Town Council Meeting held on 7 October 2024.

6.1 The minutes were considered and the road name error in 4.2 noted, correct road name Thunder Lane, not Harvey. It was **RESOLVED** to approve and sign the minutes of the 7 October 2024, as a true and accurate account.

6.2 Matters arising – nothing received to note.

7 Minutes of the Town Council Extra-ordinary Meeting held on 4 December 2024.

7.1. The minutes were considered, and with 5 Cllr votes and 8 Cllrs declining to vote, the minutes of the 4 December, were not approved.

7.2 Matters arising - Cllr Buck made a request for Cllrs to view the letter.

8 Minutes of the Town Council Meeting held on 13 January 2025.

8.1. The minutes were considered, and it was **RESOLVED** to approve and sign the minutes of the 13 January 2025, as a true and accurate account.

8.2 Matters arising - None.

9 Minutes of the Planning Committee Meeting held on 20 January 2025.

9.1. The applications and decisions of the Planning Committee Meeting of 20 January 2025 were noted.

10 Finance: (reports attached) To review and consider any action necessary

- 10.1 Monthly Accounts for Payment** – All invoices were circulated prior to the meeting. Payments were **approved** for payment by members.
- 10.2 Money Received** – Some event contributions and football income still outstanding, Locum CEO to investigate.
- 10.3 Bank Rec December 2024/January 2025** – The December statement was approved and signed as a true record. The January statement is deferred to the next meeting.
- 10.4 Hirers Agreement/Hirers Rent** – Deferred to the next meeting.
- 10.5 Bank Signatories** – Investigate other banks for better interest rates and put in place an Investment Policy. Current Credit Cards need to be cancelled but at present many direct debits go through which would stop. Proposal from the Locum CEO to move forward, open a current account with Unity Trust Bank and keep Lloyds for the Deposit and Capital Accounts, it was **agreed** by a unanimous show of hands.
- 11 Appointment of Internal Auditor** – Only one quote received, defer to the next meeting.
- 12 To receive IT/GDPR Audit and vote on any proposal – Report attached**
- Rob Lucas from RLS Computers was in attendance at the meeting. The Locum CEO gave a verbal summary of the Office IT issues and the urgent need to provide a suitable business infrastructure, hardware and software working on a secure network.
- It was proposed by Cllr Wiseman, seconded by Cllr Buck and with a unanimous show of hands, it was **RESOLVED** to move forward urgently with the recommendations from the audit.
- It was proposed by Cllr Buck and with a unanimous show of hands, it was **RESOLVED** to engage the full IT support for 1 year and then review.
- 13 Playground**
- 13.1 Playground Inspection Report –**
The Locum CEO informed members of a weighty report received from Zurich following a playground inspection, which is performed bi-annually. The report itself isn't in a format that supports a quick and efficient overview, every page will need to be read.
Cllr Wiseman asked if a Cllr could help with this task, Cllrs Fisher and Skinner both offered support if required.
- 13.2 Playground Inspection going forward**
The Parks team currently perform weekly checks and to support this, an annual inspection, with another provider, providing user friendly reports, would be sufficient.
- 14 Insurance**
- 14.1 Current insurance**
14.2 Future Insurance Cover
The Locum CEO has made appointments with two insurance brokers and will source another two, and asked members when the valuations of the halls were last done, Cllr Snelling thought 2021. Also to obtain a quote to cover the playground equipment, worth considering as it's very expensive to replace now.
- 15 Trees**

15.1 To vote to appoint a Tree Contractor - The Locum CEO has looked at the tenders, which refer to tree surveys at an hourly rate and daily rate, a costing has been requested. Currently the Parks Team, with the correct training, are dealing with the removal and maintenance of identified trees. Cllr Wiseman offered his professional opinion as to why the quotes received differed greatly.

15.2 Tree Survey – The Locum CEO suggests the Council gets a Tree Survey first and then appoint a Tree Contractor. There is no record of how many trees the Council has apart from the TPOs.

16 Events 2025

Cllr Emsell informed members that the Council would have a full event programme for 2025, all Councillors were in favour of the list of events and dates as below:

Beacon Lighting Thursday 8 May 2025 – Including a blessing by Father James
VE Day Celebration – Saturday 10 May 2025
Funfair (Private event by Gray's) 19 to 21 June 2025 – Fair will use Fitzmaurice Park from Monday 16 June to Sunday 22 June – Fee for hire of the field paid to the Council.
Fireworks Sat 1st November
Remembrance Nov 25
Church Christmas Tree Festival and River Green Lights switch on, supported by Cllrs, at the start of advent
Christmas Event Sat 6th December – Fitzmaurice Park

17 The Sir George Morse Working Group

The aim of the working group will be to produce a feasibility study and present it to full council for a decision, the group will consist of the following Cllrs:

Cllr Bailey, Cllr Fisher, Cllr Ferris, Cllr Buck, Cllr Berry, Cllr Snelling and Cllr Wiseman.

18 Governance:

18.1 Any Training Requirement – None

19 Bowls Club

19.1 Request for the Bowls Club to erect a fence – Report attached

It was proposed by Cllr Emsell, seconded by Cllr Court, with all in favour, it was **RESOLVED** to agree to the Bowls Club request to erect a fence as per the report provided.

20 Football Clubs

20.1 Goal Posts and Nets

The Locum CEO gave a verbal report of the issues arising with the goals and nets.

Cllr Bailey stated that the broken wheels are a H&S issue and thought that the FA had a scheme to part fund alongside councils but would double check.

Cllr Fisher suggested contacting Harrod Sport with regards to refurbish the existing goals.

20.2 Invoicing

The Locum CEO conveyed her thoughts on the current process, which is labour intensive and made a proposal for setting an annual charge.

Cllr Wiseman informed members that 15-20 years ago the Council did charge an annual amount and why this changed to the current system.

Cllr Emsell proposed that all the Football Clubs meet with the Cllrs that have an interest, Cllr Wiseman, Cllr Bailey and Cllr Court, to discuss an agreed way forward and bring back to full council.

21 Correspondence: (see associated papers) To review and consider any action necessary.

Control zone – Item noted

Walkway verges Dussindale Drive –Norfolk County Council to look at before 10 February 2025

Fairground Fitzmaurice Park – Set up from 16 June, open to public 19-21 June, Funfair to leave site on 23 June.

Basketball hoops – Cllr Emsell will investigate where the hoops are needed.

Bus Stop – Hillcrest Rd and Thor Rd junction, Cllr Fisher proposed to write to First Bus to put a bus stop sign at this point, to ensure bus drivers stop.

Paddleboarding – Cllr Wiseman made several points in relation to a new paddleboarding business running from River Green Pantry. Cllr Ward and Cllr Emsell thought it would be a good addition, and they should do it and see how it works. Cllr Bailey highlighted the risks on that stretch of river and safety must be a priority. Cllr Fisher said current businesses are charged for launching from the riverbank and consideration should be given to how much the council would charge this new business and how storage could be facilitated. It was proposed by Cllr Wiseman, seconded by Cllr Buck and with a unanimous show of hands it was **agreed** to make a request to the owner to provide a detailed business case for the Council to consider.

Invitation to Reserve Forces Training Event – Item noted

Menopause Yoga – Item noted and request for free taster session refused. Cllr Emsell to look at the BDC Grant.

22 Items for Next Agenda

22.1 Items considered for next agenda:

Cllr Wiseman - Bishy Boats Window

- Paddleboards, business case to consider

23 Next meeting: Town Council Meeting Monday 3 March 2025, 7.30pm at Roxley Hall

24 EXCLUSION OF THE PRESS AND PUBLIC

It was RESOLVED: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted”.

All members of the press and public left the meeting, apart from the newly appointed IT consultant.

Next two items taken out of sequence.

26 CCTV

The Locum CEO and Rob Lucas conveyed the correct procedures for CCTV management and referred to the council's own CCTV policy and how the handling of CCTV to comply with GDPR must be dealt with, going forward.

IT Consultant, Rob Lucas, left the meeting

25 Staffing Issues

It was proposed by Cllr Snelling that the wages of staff, currently being paid 2 weeks in arrears and 2 weeks in advance, will be paid as follows; from the 14th of the month to the 14th, wages will be paid on the 15th of the month. February's pay will show the amount as a loan, with an amendment written into staff contracts that an adjustment will be made on leaving. Any new staff from this point forward will be paid in arrears. All Councillors **agreed** to the proposal.

The Locum CEO made a proposal to use Breakthrough in future, opting for Option 2, the proposal was **agreed**, all in favour.

Cllr Ward asked for an update on the staffing situation. The Locum CEO gave Cllrs an update on the current position.

Meeting Closed at 9.42pm

Chairman _____

Date _____