

Thorpe St Andrew Town Council

Minutes of the Town Council meeting

held on 7 April 2025 at 7:30pm

Present:

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

In attendance: Mrs S Bristow (Locum CEO/RFO), Mrs L Weston (Administration and Committee Officer) and 13 members of the public.

- 1 Apologies considered:** Cllr Friend apologies accepted.
- 2 Declarations of interest in items on the agenda –** Cllr Wiseman declared non-pecuniary interests on agenda items 12, 13 and 14. Cllr Eden declared non-pecuniary interest on item 12. Cllrs Court and Bailey declared non-pecuniary interests on item 14 and Cllr Fisher declared knowing two of the companies quoting on item 13, therefore will not take part in discussion or vote.
- 3 Adjournment of meeting to allow for public questions. (15 mins, max 5 mins per speaker)**

The meeting was adjourned to allow members of the public to speak.

Father James thanked Councillors for the input and support at the last meeting and also advised members of the forthcoming Easter events. The Church Electoral Roll is completely renewed every 6 years, any resident of Thorpe St Andrew if they wish, can be added to the roll, please contact Father James to facilitate. Any non-residents who have worshipped in the parish for the preceding 6 months can also be added to the roll, if they wish. Father James finished by wishing everyone a Happy Easter when it arrives.

A member of the public enquired about any plans in place to replace the staithe, if and when required, as it is a very expensive item. Cllr Bowe advised that the planned management of the River Green had stalled but it would be picked up again shortly.

A member of the public thought the paddleboarding proposal a great idea in principle, but it would add to the parking issues at River Green.

A member of the public spoke in relation to agenda item 9, on behalf of several residents, regarding the inconsiderate parking by 6th form students attending the school, and the detrimental effect it is having on the residents. Photographic evidence provided to the Council, showing instances where driveways are blocked and access to and from properties is impossible. These issues have arisen since Covid, and the changes made for parking of cars and school buses during that period. Members of the public also mentioned the refuse collection vehicles are mounting the pavement to gain access and emergency vehicles would struggle to get through if needed. The Locum CEO advised that a meeting has been arranged with the school after Easter Break and that the item is on the agenda for discussion by Council.

4 To Receive Councillor Reports

- 4.1 County Councillors –** Cllr Fisher's report was noted, Cllr Ward's report to be included at the next meeting.
- 4.2 District Councillors –** Cllr Berry asked Father James to send condolences to the family

and friends of Graham Rowland who will be sadly missed. Two properties of concern, St Andrews Avenue and Meadowlands, have been escalated to Nick Howard, Asst Director of the Regulatory Services who will investigate further.

Cllr Emsell advised residents that the local Councillors are aware of how County will look in the reorganisation of local government, and of Broadland District Council's decision to opt for the 3 unitary plan. Cllr Emsell's only interest is the benefit for the residents of Thorpe St Andrew and will continue to fight for that.

5 Announcements (for information only)

- 5.1** The Town Mayor – Weekly meetings continue with the Locum Town Clerk, dealing with staffing matters. Also looking at alternative premises for the modelling group, with commencement of the Morse Working Group, should they need to vacate for building works.
- 5.2** The Locum Town Clerk – Report as attached. The Locum CEO confirmed Cllr Wiseman's question that the office IT issues have been resolved, new equipment is in use, with the streamlining of software and CCTV being looked at. Cllr Eden enquired about office cover, and it was confirmed that where possible every day was covered but on occasion a notice is placed on the door, with a contact number.

6 Minutes of the Town Council Meeting held on 3 March 2025.

- 6.1** The minutes were considered, and it was **RESOLVED** to approve and sign the minutes of the 3 March 2025, as a true and accurate account, after the following amendment.

9.7 Football Accounts – Deferred until the office receives the outstanding fixture details from the football clubs.

- 6.2** Matters arising – nothing received to note.

7 Minutes of the Planning Committee Meeting held on 10 March 2025.

- 7.1** The applications and decisions of the Planning Committee Meeting of 10 March 2025 were noted.

8 Finance: (reports attached)

To review and consider any action necessary

- 8.1 Monthly Accounts for Payment** – All invoices were circulated prior to the meeting.

Members **approved** payment of the payments list.

- 8.2 Money Received** – A receipt list was circulated prior to the meeting and noted.

- 8.3 Bank Rec February 2025 and March 2025** – Paperwork provided in the pack.

Members **approved** the February and March 2025 bank reconciliation statements.

- 8.4 Bank Account update** – Still no further forward with Lloyds but the Unity Trust Account should be open this week and a transfer of funds from Lloyds to the Unity Account will be completed.

- 8.5 Internal Audit – Appointment of Internal Auditor**

Two quotes out of 6 received, no response received from two, and the other two are too busy to engage in the work. Of the two quotes received, one would provide a full and thorough governance audit, the other would be a basic end of year audit.

It was proposed by Cllr Snelling, seconded by Cllr Fisher, with a show of hands it was **RESOLVED** to have a full governance audit.

8.6 Hirers Agreement/Hirers Rent/Leases – Agreement is required to commence the new financial year. It was agreed to defer this item to the end of the meeting, to exclude press and public, due to the commercially sensitive nature.

8.7 Football Accounts – Still waiting on fixture details from some clubs but having contacted outstanding clubs today, these should be received soon. A better system is required going forward.

8.8 Bottle and Textile Banks – The Locum CEO will investigate the charge received for a bottle bank and report back, as members are unaware of the council having any recycling banks.

9 School Parking Concerns – correspondence received noted.

Cllr Emsell advised of other residential areas around the school that are of grave concern, along with the correspondence received and suggested a representative from the school and NCC Highways attend a meeting. Cllr Ward suggested a site meeting with the Police, School and NCC Highways would be more productive than a table meeting and get an agreement for white lines.

10 Trees

10.1 Tree Survey – The Locum CEO received two quotes, contractors do not seem to want the work of doing tree surveys. To consider getting the higher risk trees surveyed first and work from there.

It was proposed by Cllr Fisher, seconded by Cllr Wiseman, with a unanimous show of hands it was **RESOLVED** to engage Tree Care Consultants to complete the survey.

10.2 Trees Maintenance Contract – It was proposed by Cllr Emsell, seconded by Cllr Snelling with a unanimous show of hands, it was **RESOLVED** to use company number 4 to complete the tree maintenance.

11 VE Day

11.1 10th May Update – Cllr Emsell updated members on the VE Day Event, advising that a full programme is prepared, and every resident will receive a Thorpe St Andrew's News advertising the event, banners put up and posting on social media during the next three weeks. Volunteers are required on the day and for a trial run of assembling the marquee.

12 Park Run – Update provided from Cllr Wiseman and Cllr Eden. There have been two official events so far, the first attracted 350 runners and the second 280 including 31 runners doing their first ever Park Run. PC Jennings and a colleague were present and happy with the organisation and car parking. The events are now being advertised. Cllr Bailey added that if anyone is interested in volunteering, there is a lovely atmosphere and lots of positive interest in the event from local people.

13 Bishy Barney Boats - Window

Three quotes, all for the same specification, noted. The Locum CEO will confirm the colour with the Broads Authority. Cllrs Fisher and Wiseman declared a non-pecuniary interest and would abstain from voting.

It was proposed by Cllr Snelling and with a show of hands **RESOLVED** to accept the quote as received from A11.

14 Football Goals – Update given to members from Cllr Court on his findings, after inspecting the goals. Going back to fixed goals is an option put forward by some Councillors. A meeting will take place in a couple of weeks with the football teams to decide on the way forward.

15 Morse Working Group – Update

Cllr Snelling advised members of a meeting that took place today with a building contractor to look at the roof/structure, report back on what can be done, the approximate costs involved and to consider the usage and layout of rooms.

- 16 Paddleboards** – One business has submitted a more detailed business plan, which is far improved and supported by Councillors. Parking, with the increased footfall, is still a critical issue and needs managing. The owner is asking permission to explore the possibility of this business venture with the Broads Authority.
It was proposed by Cllr Fisher, seconded by Cllr Ward, with a unanimous show of hands, it was **RESOLVED** to agree for the business owner to approach the Broads Authority.
- 17 Annual Meetings** – The Locum CEO asked for clarification of timings for the Annual Public and Annual Town Council Meetings on 12 May 2025. It was confirmed they are 6.30pm and 7.30pm respectively, at the Roxley Hall.
- 18 Councillor Resignation and By-Election Notification 15 May 2025**
The Locum CEO thanked Cllr Skinner for all she had achieved in her time as a Councillor and wished her all the best for the future. Members of the public have called for an election which will take place on 15th May. The Polling Stations will be at the Roxley Hall and the Dussindale Centre, and polling cards will be distributed in a couple of weeks.
- 19 Planning Applications and Determinations** - There were no Applications or Determinations received at time of Agenda.
- 20 Governance:**
20.1 Any Training Requirement – None received.
- 21 Correspondence: (see associated papers) To review and consider any action necessary.**
Correspondence was noted. The Proposed Prohibition of Waiting paper was discussed at length, led by Cllr Fisher, who suggested we object to the cycle lane wands. The Locum CEO will take this to Highways and report back to Council.
- 22 Items for Next Agenda**
22.1 Items considered for next agenda: Cllr Ward – River Green, to consider replacing oak tree that died.
- 23 Next Town Council Meeting:** Annual Public and Annual Town Council Meeting Monday 12 May 2025, 6.30pm & 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 public left the meeting.
- 25 Staffing Issues**
Members were informed of a resignation received on 4 April 2025 and subsequently a reference request.
The Locum CEO has completed a draft advert for a Parks Manager and has also completed the FOI's and SARs.
A follow up hearing for a member of staff is scheduled for Friday 11 April 2025.
Staff restructuring is required going forward and a temporary member of staff engaged to support the office.

The meeting exceeded 2 hours, therefore it was agreed by a unanimous vote to extend the meeting by 30 minutes.

8.6 Hirers Agreement/Hirers Rent/Leases

Following lengthy discussion, it was agreed that sensible formal agreements should be reviewed with regular hirers, considering all the costs incurred by the Council. The Locum CEO, along with Cllrs Snelling and Wiseman, will engage with long-term hirers to discuss the introduction of lease/agreements.

Meeting Closed at 10.03pm

Chairman _____

Date _____