



THORPE ST ANDREW TOWN COUNCIL

## ANNUAL TOWN COUNCIL MEETING MINUTES HELD ON 19 MAY 2025 AT 7PM

### 1. Election of Town Mayor for 2025-26

It was proposed by Mr D Buck, seconded by Mr P Berry to appoint Mr S Snelling as Town Mayor.

It was proposed by Mrs J Bailey, seconded by Mrs C Ferris to appoint Mr D Wiseman as Town Mayor.

With a vote of 10 in favour of Mr S Snelling and 4 in favour of Mr D Wiseman, it was **RESOLVED** to appoint Mr S Snelling as Town Mayor. Mr S Snelling thanked the former Town Mayor for his two years of service.

### 2. Election of Deputy Town Mayor 2025-26

It was proposed by Mrs C Ferris, seconded by Mr C Eden to appoint Mr D Wiseman as Deputy Town Mayor.

It was proposed by Mr S Snelling, seconded by Mr D Buck to appoint Mr S Court as Deputy Town Mayor.

With a vote of 4 in favour of Mr D Wiseman and 8 in favour of Mr S Court, it was **RESOLVED** to appoint Mr S Court as Deputy Town Mayor.

### 3. To Sign the Declarations of Office

The Declaration of Office forms were duly signed after the meeting by Mr S Snelling and Mr S Court

### 4. Present:

Mr S Snelling (Town Mayor)	Mrs M Friend
Mr S Court (Deputy Town Mayor)	Mr P Berry
Mr D Buck	Mr F Bowe
Mrs C Ferris	Mrs L Barrett
Mrs J Bailey	Mr J Ward
Mr J Fisher	Mr C Eden
Mr R Pointer	Mr J Emsell

**Apologies:** Apologies received and accepted from Mr D Wiseman and Mr T Garner

### In attendance:

Mrs S Bristow (Town Clerk/CEO) and Mrs L Weston (Administration and Committee Officer)

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## **5. Welcome New Councillor**

The Town Council paid a warm welcome and congratulations to Roger Pointer, on his appointment as Town Councillor for the South East Ward.

## **6. To Review Long-Term Absence**

Cllr Fisher gave members an update on the health and wellbeing of a member of the Town Council, who is much improved and hopes to rejoin council meetings from June onwards.

## **7. Declarations of Interest and Requests for Dispensations by Councillors in any of the Agenda Items Listed – None received.**

## **8. To Confirm Requirements and Adopt the ‘General Power of Competence’.**

The Locum CEO explained the benefits of adopting the General Power of Competence to members. It was **RESOLVED** with a unanimous show of hands to adopt the Power.

## **9. Committee/Working Group Terms of Reference and Memberships**

The Town Council **RESOLVED**, with all in favour, to continue with the following Committees/Working Groups, with the stated members of those Committees, for the year 2025/2026.

**Finance Committee** - Cllr Ward, Cllr Court, Cllr Bailey, Cllr Emsell, Cllr Eden and Cllr Snelling

**Planning and Environment Committee** – Cllr Buck, Cllr Berry, Cllr Wiseman, Cllr Bowe, Cllr Fisher, Cllr Ferris and Cllr Pointer.

**Staffing Committee** – Cllr Ferris, Cllr Fisher, Cllr Court, Cllr Ward, Cllr Friend, and Cllr Emsell.

### **Morse Working Group**

To continue.

### **A New Events Working Group**

It was proposed by Cllr Buck, seconded by Cllr Bowe and a unanimous show of hands, it was **RESOLVED** to have an Events Working Group.

It was proposed by Cllr Ward, seconded by Cllr Court, to appoint Cllr Emsell as Member Champion for the Events Working Group, it was **RESOLVED** with 8 in favour.

All Committee Terms of Reference to be agreed at the first committee meeting.

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## **10. Appointment to Member Champion Positions and Allotment Panel**

It was **RESOLVED** to re-appoint Mr F Bowe as the Member Champion for Armed Forces.

It was **RESOLVED** to re-appoint Mr S Snelling as the Member Champion for Dementia Support.

Allotment Panel - Deferred

## **11. Dementia Support Group**

### **a. Review of Governance Agreement**

A new agreement was signed last year and has been an improvement, with volunteers meeting all the objectives. The Locum CEO informed members that the Chair of the Management Committee had met with her to discuss handing back some of the administration to the office, filling the roles of Treasurer and Secretary. Cllr Snelling suggested volunteers could perform the roles with the council providing advisory support. Approximately 5 hrs a week may be required from the office and should be factored into staffing.

### **b. Administration**

Due to staff changes, Cllr Snelling as the only current bank signatory for the group, suggested two volunteers, as well as the Locum CEO become bank signatories. The Chair of the Committee made a request to stay with Lloyds Bank through the Locum CEO. As part of the restructure of staff, the Locum CEO will continue to attend the sessions for now, to assess the amount of time required to perform tasks and factor this into staffing.

Cllr Fisher suggested engaging with the Dementia Group and bring findings back to the meeting.

## **12. To Appoint Internal Audit Councillor/s**

The Locum CEO asked the councillors for 2/3 volunteers, non-cheque signatories, to provide a quarterly internal audit trail, following a transaction through from start to finish.

Cllr Court, Cllr Friend and Cllr Bailey all volunteered, and Council unanimously **agreed**.

## **13. Adjournment of Meeting to Allow for Public Questions (15 mins max 5 minutes per speaker)**

Meeting was adjourned to allow for public questions.

Member of the public congratulated Cllr Pointer on his appointment to the Town Council and the Town Mayor and Deputy Town Mayor on their appointments. But was disappointed the voting was partisan, and would like to see the councillors working together for the community. Thanking the Town Council for the provision of gender-neutral facilities at River Green and paying credit to the Locum CEO for her handling of a complaint, although not necessarily happy with the outcome, a great job was acknowledged.

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Father James paid congratulations to the new Town Mayor, Deputy Town Mayor and Cllr Pointer. Reiterating his comments made from the Public Town Council Meeting earlier, the River Green parking and speeding issues. Concerns that double yellow lines could deter visitors away from River Green, when we should be encouraging visitors. A car park has been an aspiration of the Town for many years, and Father James would be happy to join a group to help move this forward.

Member of the public made comment on the lack of papers available prior to the meetings over the past few months. As a taxpayer, transparency was needed. Also questioning the procurement process of the council. The Locum CEO confirmed the Tree Tender had been finalised at the last meeting and it had been necessary for security and legal reason to address issues of procurement. Staffing had taken up a great proportion of time recently and priorities have had to change and will be dealt with as time permits.

#### **14. To Receive Councillor Reports**

##### **14.1 County Councillors Reports**

**Cllr Fisher** – Nothing to note

**Cllr Mackie** conveyed his congratulations to the Town Mayor, Deputy Town Mayor and Roger Pointer. Reiterating some of his comments made in the Public Meeting on the issues at River Green. He is having conversations with Parishioners, Norfolk Police and Norfolk Highways. Norfolk Police will conduct a thorough survey on the stretch of road and then Norfolk County Council (NCC) will use the survey to look at what safety measures can be undertaken. Speed signs are a quick win, putting in SAM signs and will look at the Parish Partnerships money and potentially bring this back to the Town Council. Yellow Lines are difficult to get right and would move the problem along the Yarmouth Road. The lines at the bottom of Chapel Lane are being painted tomorrow. Also mentioning some new signs outside Dussindale School, the successful VE Day commemorations and the Scarecrow Trail which starts on Sunday 25 May.

**Cllr Ward** – Report read and noted as attached

##### **14.2 District Councillors – Cllr Bailey, Berry, Bowe, Emsell, Eden & Mancini Boyle**

Cllr Berry informed members that despite representations, a solar farm at Reephams was approved. This week the new Costco development is being discussed and Cllr Berry will report back at the next meeting on the outcome. Finally adding an observation of all the voluntary work that takes place in the Town, which is a blessing. Naming, Cllr Emsell and the events volunteers, Cllr Eden and Cllr Wiseman for the phenomenal success of the ParkRun.

Cllr Emsell informed members that Thorpe Lodge has been sold and is not entirely sure what that means for Thorpe St Andrew, or what it looks like further down the line but raised concerns at the meeting.

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Cllr Eden sits on the Audit and Environment committee at BDC and informed members that BDC are renewing bylaws about dog waste. Although lots of residents complain, they do not do so through the dedicated reporting place that the council monitors. Therefore, please encourage residents to report through the correct channel; ring BDC for a link. Cllr Court suggested concentrating on areas around the schools.

**15. Announcements (for information only)**

**15.1 The Town Mayor** - Report as attached for the Annual Public Meeting

**15.2 The Locum Town Clerk** – No report but a thorough report to be attached at the next meeting.

**16. Minutes of the Town Council Meeting held on 7 April 2025**

**16.1 To consider and approve the minutes** - The minutes of the meeting held on 7 April 2025 were agreed and signed as a true record.

**16.2 Matters arising from the minutes** - None

**17 Minutes of the Planning Committee Meeting held on 14 April 2025**

**17.1 To note the decisions of the meeting** – Decisions noted.

**18 Minutes of the Planning Committee Meeting held on 12 May 2025**

**18.1 To note the decisions of the meeting** – Decisions noted

**19 Finance: End of Year 24-25 (see reports attached)**

**To review and consider any action necessary.**

**19.1 Accounting Statement** – Noted - A question from Cllr Bailey on the Income and Expenditure for Events. The Locum CEO will provide a budget summary for events for the next meeting. A suggestion to hold the events income in a separate bank account going forward to make it clearer will be brought to a future meeting.

Due to a lack of time the following items were **RESOLVED** to defer to the next meeting

**19.2 Balance Sheet**

**19.3 Variance Notes**

**19.4 End of Year Earmarked Reserves**

**19.5 Internal Audit Report**

**19.6 Asset Register**

**19.7 Insurance**

**19.7.1 Building/Asset Valuation**

**19.7.2 Playground**

**20. To Review New Standing Orders** – Defer decision to allow councillors to read.

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**21. To Review New Financial Regulations –** Defer decision to allow councillors to read

**22. To Adopt the Code of Conduct -**

It was unanimously **RESOLVED** to adopt the Code of Conduct

**23. To Review Scheme of Delegation –**

It was unanimously **RESOLVED** to adopt the amended Scheme of Delegation

**24. Monthly Finance**

**24.1 Monthly Accounts for Payment –** Report for April payments attached and a list of May's payments delivered by the Locum CEO. British Gas direct debits causing issues with amounts differing, the Locum CEO requested a change to this process.

It was proposed by Cllr Snelling, seconded by Cllr Ward and a unanimous show of hands, it was **RESOLVED** to cancel British Gas direct debits and pay on invoice.

Due to a lack of time the following items were **RESOLVED** to defer to the next meeting

**24.2 Monthly Received**

**24.3 Bank Rec April 2025**

**24.4 Hirers Agreement/Hirers Rent/Leases**

**24.5 Football Accounts**

**The Town Mayor called for a vote to extend the meeting by an additional 30 minutes, which was carried.**

**25. New Website and Domain Host**

It was **RESOLVED** by a unanimous vote, to accept the quotation received, given the urgency conveyed by the Locum CEO.

**26. New Telephone/Broadband System**

It was **RESOLVED** by a unanimous vote, to accept the quotation received.

**27. New CCTV Analogue to Digital –** Item deferred to next meeting

**28. VE Day De-Brief –** Deferred to next meeting

**29. Football Goals –** Update, deferred to next meeting

**30. Morse Working Group –** Update, deferred to next meeting

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**31. Paddleboards** – The Broads Authority (BA), raised navigation problems but supports the proposal for paddleboards, which was discussed at two previous meetings. Cllr Court raised a safety concern with launching. A qualified person will monitor river levels and address the safety aspects; it will be professionally handled.

It was proposed by Cllr Ward, seconded by Cllr Emsell and a unanimous show of hands, it was **RESOLVED** to give permission to the owner of the River Green Pantry to proceed with the business venture.

**32. Governance:** Defer to next meeting

**32.1 Any training Requirement**

**32.2 Annual SLCC Conference**

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

**33.1 Whitlingham Junction Sign** – Defer to next meeting

**33.2 Bowls Club – New Handrails**

**33.3 Bowls Club - Thank You**

**33.4 Bowls Club – Advertisement**

All Councillors were in **favour** of the Bowls Club correspondence, as per the attached papers.

**33.5 LGR Team Meeting – County Council** – Defer to next meeting

***Any correspondence that needs action which arrives after the published agenda will be added if cannot wait until the next meeting.***

**34. Items for Next Agenda**

**34.1 To consider items that need to go on the next agenda** – Deferred items.

**35. Date and Place of Next Meeting**

Next Town Council Meeting – 9 June 2025, 7.30pm at Roxley Hall.

Locum CEO to send email regarding dates to members of the Working Groups.

**36. Exclusion of the Press and Public**

All Press and members of the public left the building.

**37. Staffing Issues**

An ongoing staffing issue was discussed, the Locum CEO to engage with ACAS and Legal.

A discussion took place regarding a bookings/caretaker role.

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It was unanimously **agreed** for the Locum CEO to investigate, complete a costing exercise and report back to council.

**Meeting Closed at 9.30pm**

*Signed:* .....

*Dated:* .....