



## THORPE ST ANDREW TOWN COUNCIL

### TOWN COUNCIL MEETING

**Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR**

**Tel/Fax: (01603) 701048**

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

03/10/2018

#### **Notice of Town Council Meeting**

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Town Hall on 8<sup>th</sup> October 2018 at 7.30pm for the purpose of transacting the following business.

*Foreman*

Thomas Foreman Clerk to the Council

#### AGENDA

- 60 Attendance book and apologies for absence.**
- 61 Declarations of interest in items on the agenda.**
- 62 To confirm the minutes of the Town Council meeting held on 3<sup>rd</sup> September 2018**
- 63 Announcements (For information only)**  
To receive announcements from
  - (i) The Town Mayor
  - (ii) The Clerk
- 64 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.**
  - (i) Norfolk Constabulary
  - (ii) County and District Councillors  
Report from Councillor John Ward
  - (iii) Members of the public
- 65 Finance**
  - (i) Payment List – Vouchers 593 to 715 totalling £43,141.24
  - (ii) Bank Reconciliation Statement – attached
  - (iii) Report and Certificate of the External Auditor - attached
- 66 Draft Minutes of Committee Meetings**
  - (i) Plans Committee held 10<sup>th</sup> September 2018
  - (ii) Events and Media Committee held 26<sup>th</sup> September 2018
- 67 Correspondence from the Broads Society Southern Rivers Committee - attached**
- 68 Membership of the Broads Society – Correspondence attached – for decision**
- 69 Broads Authority Report Proposed Changes – Report attached – for decision**
- 70 Vehicular Trackers – Verbal Report – for decision**
- 71 Dussindale Allotment Association proposed building – Report attached – for information**

#### **Future Agenda Items. (Not for discussion)**

Town Council meeting 12<sup>th</sup> November 2018

Date of next Plans meeting 15<sup>th</sup> October 2018

Date of next Finance & Staff meeting 22<sup>nd</sup> October 2018

**Town Clerk - Dr Thomas Foreman**

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

Tel/Fax: (01603) 701048 E-mail: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)

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VAT No. 107 2921 90

**Thorpe St Andrew Town Council**  
**Minutes of the meeting**  
**held on 3 September 2018 at 7.30pm**

**47 Present:**

|               |              |             |              |
|---------------|--------------|-------------|--------------|
| Mr J Fisher   | (Town Mayor) |             |              |
| Mr P Berry    | Mr F Bowe    | Mr J Emsell | Mr N Hancock |
| Miss S Lawn   | Mr I Mackie  | Mr R Robson | Mr N Shaw    |
| Mr S Snelling | Mr J Ward    |             |              |

**Apologies:**

|              |                     |             |            |
|--------------|---------------------|-------------|------------|
| Mrs J Fisher | Mrs T Mancini Boyle | Mr L Reeves | Mr D Sears |
| Mr R Wooden  |                     |             |            |

**In attendance:**

|                           |                                    |
|---------------------------|------------------------------------|
| Dr T Foreman (Town Clerk) | Mrs D Matthews (Committee Officer) |
|---------------------------|------------------------------------|

There were 3 members of the public in attendance

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

| Member      | Minute No & Item  |
|-------------|---|
| Mr I Mackie | 54 – Update on Broads Authority (the Chairman of the Broads Authority was known to him) |

**49 MINUTES**

The minutes of the meeting held on 6 August 2018 were agreed and signed as a true record.

**50 ANNOUNCEMENTS**

The Town Mayor reported on the following:

- He had attended the flag raising events at River Green and Broadland District Council to commemorate Merchant Navy Day.
- Further to the decision at the last meeting to commence negotiations with Sprowston Town Council regarding collaborative working, the matter had now been considered by Sprowston Town Council who had decided it did not wish to proceed with the proposal at the present time. There might however still be some scope for small scale sharing of some tasks to achieve cost savings.
- He would be meeting soon with families in the Town who had links to residents in St Andrews in Canada – who the Council was now twinned with.
- The updated position regarding the Pinebanks development was that negotiations with a developer had recently fallen through but Hopkins Homes were now in negotiations with the owners regarding development of the site. The District Council's planning officers were currently discussing requested changes to the development, and legal advice would be sought as to whether the changes could be dealt with as an amendment to the current planning application, which would just need to be re-consulted on, or whether a new planning application would be required. A new application would be significantly lengthier to process and could have an impact on the previously agreed Section

106 measures.

- A decision on the appeal relating to Thorpe Woods was still awaited.

The Town Clerk reported on the following:

- Discussions with residents and the Highway Authority regarding proposals for a little library.
- Discussions with Long Stratton Parish Council to help them with planning a Christmas lights event.
- Meeting with Norfolk Music to progress the agreed music initiative to create a junior music ensemble.
- Correspondence with residents of Thorpe Island regarding the recent burglary and proposals for CCTV installation on River Green.
- Correspondence with Whitbread regarding options for the potential use of the old depot site for car parking.
- The owner of the new Bishy Barney boat hire service on River Green had enjoyed another busy weekend and had intimated he would be looking to seek permission to offer the facility again next year.
- One handmade canoe had now been finished and would soon be available to hire.
- Discussions with the Broads Authority regarding current planning applications and data sharing with a further meeting scheduled.
- The final documents completing the transfer of the toilet block would likely be received any day and would be reported to the next meeting.
- A memorial service for Russel James was taking place on 13 October and would be attended by representatives of the Town Council.

**51 PUBLIC SESSION (limited to 3 minutes per speaker)**

It was proposed and duly seconded that the meeting be suspended to allow members of the public to address the meeting.

- (i) Norfolk Constabulary – the Town Clerk tabled a report setting out the crime statistics received from Norfolk Constabulary for the Town since the last meeting. In total, 40 logged reports had been included on the crime system and 139 calls taken by the control room. A comment was made that it was hoped in future when CCTV images were available, that the Police would be able to act on this evidence. With regard to the damage to the weather vane at the Town Hall, it was noted that work to enhance CCTV provision would commence shortly.
- (ii) Members noted the report from Cllr Ward who also reported on the following matters:
  - A project by Norfolk County Council's libraries to create 15,500 hand made poppies to mark the 100th anniversary of Armistice Day for all

those named on Norfolk's war memorials, who lost their lives in World War 1. They would be on display in the church of St Peter Mancroft in October.

- The County Council was exploring options to transfer road maintenance matters NORSE. The highway engineer Chris Mayes would shortly be leaving the County Council.
  - Broadland District Council, in conjunction with South Norfolk Council, was currently organising a series of free community led planning workshops to help parishes better support their communities with the planning process.
- (iii) Cllr Mackie reported on the following County Council matters:
- Work was underway to address the funding gap over the next three years.
  - The consultation on the Police and Crime Commissioner's proposal for changes to the Governance arrangements of the Fire and Rescue service would end on 5 September and the County Council remained strongly opposed to the changes.
- (iv) Cllr Shaw reported on his impending attendance at a meeting of the Local Government Association Strategic Aviation Special Interest Group and that he would be pursuing the issue of aircraft noise, particularly from large aircraft and helicopters. Proposals contained in the Norwich Airport master plan for an extension to the runway at Norwich Airport had Department of Transport support - the extension would create the opportunity for long haul flights at the airport.
- (v) Cllr Emsell thanked staff for their help with the recent garage sale.
- (vi) Representatives of the Dussindale Allotment Association spoke in support of their request for use of a community plot at the Allotment site and asked if any financial help might be available from the Town Council to help with their proposals. As well as providing a social space for allotment holders to meet, the facility could also be used to host visits from other allotment groups and could be developed in the future to host educational activities by the local primary schools. Plot 2x would facilitate such use as it could be easily accessed and fenced and did not interfere with any other allotments.

## **52 FINANCE**

- (i) Payments List – voucher numbers 471 to 592 totalling £41,663.05 were approved and signed. Members noted that the large sum for water charges at the Fitzmaurice Pavilion related to the period during which there was a water leak at the Pavilion and that the costs of this would be reimbursed by the Council's insurers.
- (ii) Bank Reconciliation Statement – the statement as at 31 August 2018 was noted and approved.

**53 DRAFT MINUTES OF COMMITTEE MEETINGS**

Plans Committee – 13 August 2018 – noted.

**54 UPDATE ON THE BROADS AUTHORITY**

Members considered the papers circulated by the Town Clerk which included copies of correspondence between the Broads Authority and the Town Council regarding the Broads Authority commissioned staithe report together with copies of maps, photographs and other documents. The Town Clerk then updated members by way of a presentation on the latest position and the options available to the Town Council. A copy of the presentation is attached to these minutes. With regard to the latest correspondence from the Broads Authority (dated 31 August 2018), members noted the comments of the Broads Authority that the piece of work commissioned by them was academic research and was opinion based and did not by itself enshrine the legal position relating to the staithe. However, the Broads Authority was continuing to promote the view that the staithe at River Green was public despite evidence to the contrary. The Broads Authority claimed the report did not prevent the Town Council from maintaining a different stance but members continued to be very concerned about the damaging impact of the report on the Council's ability to manage the staithe effectively going forward. Members expressed their sustained concern about the Broads Authority's management of the matter from the outset and its unwillingness to address the concerns of the Town Council and merely to refer the Town Council to its client, the author of their commissioned report, to seek resolution. The Town Council's ability to manage its asset had been significantly compromised by the actions of the Broads Authority and their continued mismanagement of the matter. Members were resolute in their aim to seek a conclusion to this matter and to this end agreed to make a formal complaint to the Chairman of the Broads Authority about the handling of this matter and if necessary to refer the matter to the Commission for Local Administration in England (the Local Government Ombudsman).

**RESOLVED** to make a formal complaint to the Chairman of the Broads Authority about the handling of this matter and if necessary to refer the matter to the Commission for Local Administration in England (the Local Government Ombudsman) and to advise the local Member of Parliament of the Town Council's proposed actions.

**55 YOUTH COUNCIL PROPOSAL**

Members considered the report of the Town Clerk setting out the background to a Youth Council presentation by Oliver Coe who had recently undertaken work experience with the Town Council. Members received a copy of Mr Coe's presentation and he explained his draft proposals for the structure, selection of members and constitution of a proposed Youth Council. Elements of the suggestions could be adjusted where necessary (the requirement for members to live within a 5-mile radius of the Town might need to be limited to perhaps 3 miles) and might need fine tuning as the proposal progressed. The age range for members would be 13 to 18 years but those holding a particular office such as chairman and deputy needed to be 15. Members thanked Oliver for attending the meeting and for his hard work in drawing up the proposals. They very much welcomed his proposals and the opportunity to move forward to actively engage with young people in the Town. There were many activities/events which the Youth Council could become involved and it would be great

to link with the High School and with the Broadland Youth Advisory Board.

**RESOLVED** that support be given to progressing the proposal for a Youth Council and that the proposals be shared with the High School and the Broadland YAB.

**56 REQUEST FROM DUSSINDALE ALLOTMENT ASSOCIATION**

Members considered the report of the Clerk detailing a request from the Dussindale Allotment Association. Members welcomed the Association's initiative and wanted to support the proposal by making plot 2x available. They did not however feel at this stage that any financial assistance could be offered but that a future request could be considered once the proposals for use of the plot had been developed further. It was however agreed to waive the element of the allotment fee relating to water charges. It was normal practice for new tenants to take on a plot in the condition it was left, unless there were particularly exceptional circumstances that necessitated input from the Town Council. There might also be scope for the Association to seek sponsorship for its proposals, for example from a fencing/shed company.

**RESOLVED** to support the request from the Association and make available Allotment 2x, chargeable at the normal rate less the normal charge for water.

**57 BOWLS CLUB LEASE**

Members considered the report of the Clerk regarding the Bowls Club lease which expired in April 2018. The lease had previously been agreed in principle by the Town Council and agreement was now sought to formally seal the Lease. In response to a comment about reference in paragraph LR3 to the parties to the lease, it was agreed that consent be sought to amend the wording in this paragraph to include "as trustees of Thorpe Recreation Bowling Club (Tenant)" as referred to on page 1 of the formal lease.

**RESOLVED** to accept the new lease as amended and to execute the sealing of the document as stated within the standing orders of the Town Council.

**58 UPDATE ON CAFÉ PROPOSAL**

The Town Clerk reported that one quotation for the cost of the works had been received and a second quote was awaited.

**59 "THERE BUT NOT THERE" PROPOSAL FOR WW1 CENTENARY REMEMBRANCE**

Members were unanimous in their desire to support the "There But Not There" 2018 Armistice project for the charity *Remembered*. They felt that the erection of a 6ft aluminium outline Tommy would be a welcome addition to the memorial gardens at River Green. They also wanted to purchase silhouettes for other locations throughout the Town. It was agreed that further consideration needed to be given to the exact siting/location of the products but that a budget of up to £1,000 be allocated for purchasing a 6ft Tommy (£750 each) and a number of silhouettes (£42 each).

It was also agreed that the Town Council publicise the project in the Town's

newsletter.

**RESOLVED** that a sum of up to £1,000 be made available from the New Homes bonus to purchase a 6ft Tommy (£750) and a number of silhouettes (£42 each) and to invite the District Council to make a contribution towards the cost.

**FUTURE MEETING DATES**

|                   |                   |
|-------------------|-------------------|
| Town Council      | 1 October 2018    |
| Plans Committee   | 10 September 2018 |
| Finance and Staff | 17 September 2018 |

The Town Mayor advised that he would be hosting a Civic Service in the parish church at 9:30am on Sunday 16 September 2018 and invited all to join him.

*The meeting closed at 9:50pm*

*Signed: .....*

*Dated: .....*

16<sup>th</sup> September 2018

## **Report from Councillor John Ward**

### **Broadland District Council**

BDC has just granted a licence for a Zero Emission Taxi which is 100% electric and receives its charge from solar panels or energy from wind farms. It is one of only 3 in the country.

At BDC's last Planning Meeting, the Plymouth Brethren's new meeting hall was approved. This will be close to the Postwick Hub and will accommodate 500 people, and have 174 parking spaces.

District Councillors will have the opportunity to meet candidates for the post of BDC / SNDC Joint Managing Director on 27<sup>th</sup> September. Ratification of appointment of the proposed candidate would be at Full Council meetings of both Councils with a potential start date of January 2019.

### **Norfolk County Council**

The 2018 Guide to Care and Support is currently available free in libraries and GP surgeries and also on line at [www.norfolk.gov.uk/careservices](http://www.norfolk.gov.uk/careservices)

Grants of £5k-£50k are available from LIFT for projects offering training to businesses in rural areas. A promotional event is to be held on 26<sup>th</sup> September. Details from 01603 223179.

NCC has invited leading councillors and officers from other authorities to visit and assess its performance. A week long peer review will be held in November to help the council become even more effective.

The council's medium term financial strategy has identified savings of £78.5m for the next four years but there is still a further £94.6m to find. This is due to the expected loss of Government funding in 2020 and growing demand for social care.



## Thorpe St Andrew Town Council

### PAYMENTS LIST

| Voucher Code                | Date       | Minute | Bank              | Cheque No | Description                | Supplier               | VAT Type | Net      | VAT    | Total    |
|-----------------------------|------------|--------|-------------------|-----------|----------------------------|------------------------|----------|----------|--------|----------|
| 593 Bank charges            | 29/08/2018 |        | Bank 1 Current Ac | dd        | Bank charges               | Lloyds Bank            | X        | 20.80    | 0.00   | 20.80    |
| 594 Telephone               | 29/08/2018 |        | Bank 1 Current Ac | dd        | Telephone - Morse Pavilic  | Talk Talk              | S        | 47.95    | 9.59   | 57.54    |
| 595 Office telephone        | 29/08/2018 |        | Bank 1 Current Ac | dd        | Telephone - Office         | Talk Talk              | S        | 48.84    | 9.77   | 58.61    |
| 596 Telephone               | 29/08/2018 |        | Bank 1 Current Ac | dd        | Telephone - Fitz Pavilion  | Talk Talk              | S        | 29.95    | 5.99   | 35.94    |
| 597 Office telephone        | 30/08/2018 |        | Bank 1 Current Ac | dd        | Mobile - office            | O2                     | S        | 14.04    | 2.81   | 16.85    |
| 598 Telephone               | 30/08/2018 |        | Bank 1 Current Ac | dd        | Mobile telephones - Rec (  | O2                     | S        | 42.12    | 8.42   | 50.54    |
| 599 Bottle bank             | 11/09/2018 |        | Bank 1 Current Ac | dd        | Bottle bank                | URM UK                 | S        | 13.95    | 2.79   | 16.74    |
| 600 Gas                     | 11/09/2018 |        | Bank 1 Current Ac | dd        | Roxley Hall gas            | British Gas            | L        | 154.32   | 7.71   | 162.03   |
| 601 Projects                | 12/09/2018 |        | Bank 1 Current Ac | 7944      | Cancelled cheque           | Hampshire Flag Compar  | S        | -71.49   | -14.30 | -85.79   |
| 602 Verge cutting           | 12/09/2018 |        | Bank 1 Current Ac | 7972      | Hire equipment             | Ben Burgess            | S        | 460.00   | 92.00  | 552.00   |
| 603 Projects                | 12/09/2018 |        | Bank 1 Current Ac | 7973      | Building regs appl - cafe  | Harrison Barron Smith  | S        | 500.00   | 100.00 | 600.00   |
| 604 Cleaning bus shelters   | 12/09/2018 |        | Bank 1 Current Ac | 7974      | Cleaning bus shelters      | R Marmoy               | E        | 100.00   | 0.00   | 100.00   |
| 605 Cleaning and cleaning n | 12/09/2018 |        | Bank 1 Current Ac | 7975      | Cleaning - Morse Pavilion  | Town and Country Clear | E        | 570.00   | 0.00   | 570.00   |
| 606 Cleaning                | 12/09/2018 |        | Bank 1 Current Ac | 7975      | Cleaning - Roxley Hall     | Town and Country Clear | E        | 420.00   | 0.00   | 420.00   |
| 607 Cleaning                | 12/09/2018 |        | Bank 1 Current Ac | 7975      | Cleaning - Fitz Pav        | Town and Country Clear | E        | 630.00   | 0.00   | 630.00   |
| 608 Morse Pavilion          | 12/09/2018 |        | Bank 1 Current Ac | 7975      | Building maint             | Town and Country Clear | E        | 180.00   | 0.00   | 180.00   |
| 609 Town Hall               | 12/09/2018 |        | Bank 1 Current Ac | 7976      | Decorating                 | Dale Wiseman           | E        | 266.00   | 0.00   | 266.00   |
| 610 Projects                | 12/09/2018 |        | Bank 1 Current Ac | online    | Defib                      | Imperative Training    | S        | 1,589.00 | 317.80 | 1,906.80 |
| 611 Maintenance contract    | 12/09/2018 |        | Bank 1 Current Ac | dd        | Street light - maintenance | Cozens UK Ltd          | S        | 400.00   | 80.00  | 480.00   |
| 612 Mr T Foreman            |            |        |                   |           |                            |                        |          |          |        |          |
| 613 Fenn salary             |            |        |                   |           |                            |                        |          |          |        |          |
| 614 Bass - salary           |            |        |                   |           |                            |                        |          |          |        |          |
| 615 Sayer salary            |            |        |                   |           |                            |                        |          |          |        |          |
| 616 Calver salary           |            |        |                   |           |                            |                        |          |          |        |          |
| 617 Mr G Watkins            |            |        |                   |           |                            |                        |          |          |        |          |
| 618 Parr - salary           |            |        |                   |           |                            |                        |          |          |        |          |
| 619 Matthews - salary       |            |        |                   |           |                            |                        |          |          |        |          |
| 620 Jones salary            |            |        |                   |           |                            |                        |          |          |        |          |
| 621 Seaman salary           |            |        |                   |           |                            |                        |          |          |        |          |
| 622 Fenn salary             |            |        |                   |           |                            |                        |          |          |        |          |
| 623 Fenn - pension employ   |            |        |                   |           |                            |                        |          |          |        |          |
| 624 Sayer salary            |            |        |                   |           |                            |                        |          |          |        |          |
| 625 Sayer - pension employ  |            |        |                   |           |                            |                        |          |          |        |          |
| 626 Bass - salary           |            |        |                   |           |                            |                        |          |          |        |          |
| 627 Bass - pension employ   |            |        |                   |           |                            |                        |          |          |        |          |
| 628 Mr T Foreman            |            |        |                   |           |                            |                        |          |          |        |          |

# Thorpe St Andrew Town Council PAYMENTS LIST

| Voucher Code                | Date       | Minute | Bank              | Cheque No | Description               | Supplier                | VAT Type | Net      | VAT    | Total    |
|-----------------------------|------------|--------|-------------------|-----------|---------------------------|-------------------------|----------|----------|--------|----------|
| 629 Foreman - pension emp   | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 630 Calver salary           | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 631 Calver pension employee | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 632 Mr G Watkins            | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 633 Watkins - pension emp   | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 634 Parr - salary           | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 635 Parr employers pension  | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 636 Jones salary            | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 637 Jones pension employer  | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 638 Seaman salary           | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 639 Seaman pension employer | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 640 Sayer salary            | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 641 Sayer - NIC employer    | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 642 Mr T Foreman            | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 643 Foreman employers nic   | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 644 Bass - salary           | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 645 Bass - NIC employer     | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 646 Calver salary           | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 647 Calver -employers nic   | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 648 Student loan            | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 649 Mr G Watkins            | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 650 Parr - salary           | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 651 Parr - employers NIC    | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 652 Jones salary            | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 653 Jones nic employer      | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 654 Seaman salary           | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 655 Seaman employers nic    | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 656 Matthews - salary       | 12/09/2018 |        |                   |           |                           |                         |          |          |        |          |
| 657 Water rates             | 12/09/2018 |        | Bank 1 Current Ac | 7978      | Water charges - Morse     | Anglian Water           | E        | 103.51   | 0.00   | 103.51   |
| 658 Water rates             | 12/09/2018 |        | Bank 1 Current Ac | 7978      | Water charges - Recreati  | Anglian Water           | E        | 52.31    | 0.00   | 52.31    |
| 659 Hillside maintenance    | 12/09/2018 |        | Bank 1 Current Ac | 7979      | Pest control              | Burrell Pest control    | E        | 55.00    | 0.00   | 55.00    |
| 660 Dussindale maintenance  | 12/09/2018 |        | Bank 1 Current Ac | 7979      | Pest control              | Burrell Pest control    | E        | 55.00    | 0.00   | 55.00    |
| 661 Photocopy charges       | 12/09/2018 |        | Bank 1 Current Ac | 7980      | Photocopying              | Eastern Business System | S        | 64.51    | 12.90  | 77.41    |
| 662 Stationery              | 12/09/2018 |        | Bank 1 Current Ac | 7981      | Stationery                | Ian Smith               | S        | 19.47    | 3.89   | 23.36    |
| 663 Rent and deposit        | 12/09/2018 |        | Bank 1 Current Ac | 7982      | Allotment deposit refund  | Ms Taylor               | E        | 25.00    | 0.00   | 25.00    |
| 664 Energy charge           | 12/09/2018 |        | Bank 1 Current Ac | 7983      | Streetlight-energy charge | Total Gas & Power       | S        | 1,339.63 | 267.90 | 1,607.53 |
| 665 Morse - gas/expenditure | 12/09/2018 |        | Bank 1 Current Ac | 7983      | Gas charges - Morse       | Total Gas & Power       | L        | 76.63    | 3.84   | 80.47    |
| 666 Vehicle lease           | 18/09/2018 |        | Bank 1 Current Ac | dd        | Lease payment             | Bussey & Sabberton      | S        | 277.48   | 55.50  | 332.98   |
| 667 Electricity             | 18/09/2018 |        | Bank 1 Current Ac | dd        | Electricity - Fitz Pav    | Opus Energy             | S        | 270.40   | 54.08  | 324.48   |

## Thorpe St Andrew Town Council

### PAYMENTS LIST

| Voucher Code                   | Date       | Minute | Bank              | Cheque No | Description                 | Supplier               | VAT Type | Net      | VAT    | Total    |
|--------------------------------|------------|--------|-------------------|-----------|-----------------------------|------------------------|----------|----------|--------|----------|
| 668 Electricity                | 18/09/2018 |        | Bank 1 Current Ac | dd        | Electricity - Roxley Hall   | Opus Energy            | L        | 48.89    | 2.44   | 51.33    |
| 669 Electricity                | 18/09/2018 |        | Bank 1 Current Ac | dd        | Electricity - floods/workst | Opus Energy            | L        | 36.31    | 1.82   | 38.13    |
| 670 Electricity                | 18/09/2018 |        | Bank 1 Current Ac | dd        | Electricity - Morse Pav     | Opus Energy            | L        | 109.54   | 5.48   | 115.02   |
| 671 Health and Safety          | 18/09/2018 |        | Bank 1 Current Ac | 7984      | Clothing H & S              | Lamberts               | S        | 47.51    | 9.50   | 57.01    |
| 672 Projects                   | 18/09/2018 |        | Bank 1 Current Ac | online    | Planning application Stor   | South Norfolk D C      | S        | 145.83   | 29.17  | 175.00   |
| 673 Audit                      | 18/09/2018 |        | Bank 1 Current Ac | 7985      | External audit              | PFK Littlejohn LLP     | S        | 1,300.00 | 260.00 | 1,560.00 |
| 674 Town/neighbourhood pl      | 18/09/2018 |        | Bank 1 Current Ac | buscard   | Survey                      | Survey Monkey          | E        | 58.34    | 0.00   | 58.34    |
| 675 Vehicle Maintenance        | 18/09/2018 |        | Bank 1 Current Ac | buscard   | Vehicle parts               | Euro parts             | E        | 12.99    | 0.00   | 12.99    |
| 676 Events Payments/Recei      | 18/09/2018 |        | Bank 1 Current Ac | buscard   | Road closure notice         | Norfolk County Council | E        | 36.00    | 0.00   | 36.00    |
| 677 Miscellaneous              | 18/09/2018 |        | Bank 1 Current Ac | buscard   | Registry charge             | Land Registry          | E        | 6.00     | 0.00   | 6.00     |
| 678 Cleaning and cleaning n    | 18/09/2018 |        | Bank 1 Current Ac | buscard   | Polybags                    | Polybags Ltd           | S        | 341.19   | 68.24  | 409.43   |
| 679 Buildings & amenity are    | 18/09/2018 |        | Bank 1 Current Ac | buscard   | Greenhouse                  | Summer Buildings       | S        | 305.83   | 61.17  | 367.00   |
| 680 Projects                   | 18/09/2018 |        | Bank 1 Current Ac | buscard   | Flag                        | Hampshire Flag Compar  | S        | 39.29    | 7.86   | 47.15    |
| 681 Fuel                       | 18/09/2018 |        | Bank 1 Current Ac | online    | Fuel                        | Fuel Genie             | S        | 129.71   | 25.95  | 155.66   |
| 682 Fuel & machinery maint     | 18/09/2018 |        | Bank 1 Current Ac | online    | Fuel                        | Fuel Genie             | S        | 132.26   | 26.45  | 158.71   |
| 683 Telephone                  | 28/09/2018 |        | Bank 1 Current Ac | dd        | Barrier line rental         | Wireless Logic Ltd     | S        | 4.00     | 0.80   | 4.80     |
| 684 Soccer marking             | 28/09/2018 |        | Bank 1 Current Ac | dd        | Soccer marking              | Norse                  | S        | 378.83   | 75.77  | 454.60   |
| 685 Field maintenance conti    | 28/09/2018 |        | Bank 1 Current Ac | dd        | Field Maintenance - Rec (   | Norse                  | S        | 551.30   | 110.26 | 661.56   |
| 686 Shrub bed - St Will Loke   | 28/09/2018 |        | Bank 1 Current Ac | dd        | St Williams Loke - prunin   | Norse                  | S        | 7.30     | 1.46   | 8.76     |
| 687 Sports turf maintenance    | 28/09/2018 |        | Bank 1 Current Ac | dd        | Sports Turf - Rec Gnd       | Norse                  | S        | 525.00   | 105.00 | 630.00   |
| 688 Turf maintenance           | 28/09/2018 |        | Bank 1 Current Ac | dd        | Sports Turf - Duss          | Norse                  | S        | 126.67   | 25.33  | 152.00   |
| 689 Field maintenance conti    | 28/09/2018 |        | Bank 1 Current Ac | dd        | Field Maintenance - Duss    | Norse                  | S        | 293.65   | 58.73  | 352.38   |
| 690 Commissioners Cut - picr   | 28/09/2018 |        | Bank 1 Current Ac | dd        | Picnic area maintenance     | Norse                  | S        | 34.50    | 6.90   | 41.40    |
| 691 Wheeled/litter/dog bins    | 28/09/2018 |        | Bank 1 Deposit Ac | dd        | Wheeled bins                | Veolia                 | S        | 112.90   | 22.58  | 135.48   |
| 692 Wheeled/litter/dog bins    | 28/09/2018 |        | Bank 1 Deposit Ac | dd        | Wheeled bins                | Veolia                 | S        | 112.90   | 22.58  | 135.48   |
| 693 Bottle bank                | 24/09/2018 |        | Bank 1 Current Ac | dd        | Bottle bank                 | URM UK                 | S        | 9.30     | 1.86   | 11.16    |
| 694 Telephone                  | 28/09/2018 |        | Bank 1 Current Ac | dd        | Telephone - Fitz Pavilion   | Talk Talk              | S        | 31.00    | 6.20   | 37.20    |
| 695 Telephone                  | 28/09/2018 |        | Bank 1 Current Ac | dd        | Telephone - Morse Pavillc   | Talk Talk              | S        | 47.95    | 9.59   | 57.54    |
| 696 Office telephone           | 28/09/2018 |        | Bank 1 Current Ac | dd        | Telephone - Office          | Talk Talk              | S        | 49.80    | 9.96   | 59.76    |
| 697 Bank charges               | 28/09/2018 |        | Bank 1 Current Ac | dd        | Bank charges                | Lloyds Bank            | X        | 23.34    | 0.00   | 23.34    |
| 698 Rent and deposit           | 28/09/2018 |        | Bank 1 Current Ac | 7986      | Allotment deposit refund    | Mr Mainwaring          | X        | 25.00    | 0.00   | 25.00    |
| 699 Receipts and payments      | 28/09/2018 |        | Bank 1 Current Ac | 7987      | Plants                      | Taverham Nursery Cent  | S        | 180.64   | 19.88  | 200.52   |
| 700 Materials fixtures & fitti | 28/09/2018 |        | Bank 1 Current Ac | 7988      | Goods                       | M D Thompson           | S        | 13.21    | 2.65   | 15.86    |
| 701 Materials fixtures & fitti | 28/09/2018 |        | Bank 1 Current Ac | 7989      | Goods                       | Trade UK               | S        | 19.69    | 3.98   | 23.67    |
| 702 Materials fixtures & fitti | 28/09/2018 |        | Bank 1 Current Ac | 7989      | Goods                       | Trade UK               | S        | 33.51    | 6.70   | 40.21    |
| 703 Town Hall                  | 28/09/2018 |        | Bank 1 Current Ac | 7990      | upgrade cctv                | Vincent Security       | S        | 1,610.00 | 322.00 | 1,932.00 |
| 704 Vehicle Maintenance        | 28/09/2018 |        | Bank 1 Current Ac | 7991      | Vehicle parts               | Indespension           | S        | 131.70   | 26.34  | 158.04   |
| 705 Vehicle Maintenance        | 28/09/2018 |        | Bank 1 Current Ac | 7991      | Vehicle parts               | Indespension           | S        | 45.00    | 9.00   | 54.00    |
| 706 Cricket maintenance        | 02/10/2018 |        | Bank 1 Current Ac | 7992      | Cricket repair              | Collier Turf Care Ltd  | S        | 405.00   | 81.00  | 486.00   |

# Thorpe St Andrew Town Council PAYMENTS LIST

| Voucher Code               | Date       | Minute | Bank              | Cheque No | Description               | Supplier       | VAT Type | Net              | VAT             | Total            |
|----------------------------|------------|--------|-------------------|-----------|---------------------------|----------------|----------|------------------|-----------------|------------------|
| 707 Verge cutting          | 02/10/2018 |        | Bank 1 Current Ac | 7993      | Hire equipment            | Ben Burgess    | S        | 480.00           | 96.00           | 576.00           |
| 708 Electricity            | 02/10/2018 |        | Bank 1 Current Ac | 7994      | Electricity - River Green | E.on           | L        | 123.59           | 6.18            | 129.77           |
| 709 Projects               | 02/10/2018 |        | Bank 1 Current Ac | 7995      | Sleepers                  | M R Ellis      | S        | 1,183.84         | 236.77          | 1,420.61         |
| 710 Projects               | 02/10/2018 |        | Bank 1 Current Ac | 7996      | Keys                      | A C Leigh      | S        | 989.61           | 197.92          | 1,187.53         |
| 711 Cleaning bus shelters  | 02/10/2018 |        | Bank 1 Current Ac | 7997      | Cleaning bus shelters     | R Marmoy       | E        | 150.00           | 0.00            | 150.00           |
| 712 Tree expenditure       | 02/10/2018 |        | Bank 1 Current Ac | 7998      | Tree work                 | Mr D Moore     | E        | 350.00           | 0.00            | 350.00           |
| 713 Projects               | 02/10/2018 |        | Bank 1 Current Ac | 7999      | Planters                  | Plantscape     | S        | 2,313.80         | 462.76          | 2,776.56         |
| 714 Dussindale maintenance | 02/10/2018 |        | Bank 1 Current Ac | 8000      | Matting                   | Travis Perkins | S        | 209.16           | 41.83           | 250.99           |
| 715 Hillside maintenance   | 02/10/2018 |        | Bank 1 Current Ac | 8000      | Matting                   | Travis Perkins | S        | 209.16           | 41.83           | 250.99           |
| <b>Total</b>               |            |        |                   |           |                           |                |          | <b>39,610.61</b> | <b>3,530.63</b> | <b>43,141.24</b> |

## PAYMENT LIST

|                      |                  |                            |          |
|----------------------|------------------|----------------------------|----------|
| Salaries             | vouchers 612-621 | September                  | 11396.44 |
| HMRC                 | vouchers 640-656 | Tax and NIC                | 3084.31  |
| Norfolk Pension Fund | vouchers 622-639 | Employer/employee payments | 3844.40  |

**THORPE ST ANDREW TOWN COUNCIL**

**BANK RECONCILIATION STATEMENT AS AT 30/9/18 FOR CURRENT AND DEPOSIT ACCOUNTS**

|                           |                  |
|---------------------------|------------------|
| <b>Balance at bank</b>    | £                |
| Current account bank 1    | 15842.86         |
| Deposit account bank 1    | 400281.87        |
| <b>Sub total - bank 1</b> | <u>416124.73</u> |
| Capital Account bank 2    | 55248.99         |
|                           | <u>471373.72</u> |

| Unpresented cheques          | Cheque number | Payee                  | Date       | £                |
|------------------------------|---------------|------------------------|------------|------------------|
|                              | 7975          | Town & Country         | 04/09/2018 | -1800.00         |
|                              | 7978          | Anglian Water          |            | -155.82          |
|                              | 7980          | EBS                    | 12/09/2018 | -77.41           |
|                              | 7982          | Ms Taylor              |            | -25.00           |
|                              | 7984          | Lamberts               |            | -57.01           |
|                              | 7986          | Mr Mainwaring          |            | -25.00           |
|                              | 7987          | Taveham Nursery Centre |            | -200.52          |
|                              | 7991          | Indespension           | 19/09/2018 | -212.04          |
| Total of unpresented cheques |               |                        |            | <u>-2552.80</u>  |
|                              |               |                        |            | <u>468820.92</u> |
| Balance at 31/3/18           |               |                        |            | 246394.40        |
| Plus receipts                |               |                        |            | 578335.72        |
|                              |               |                        |            | <u>824730.12</u> |
| Less expenditure             |               |                        |            | -355909.20       |
|                              |               |                        |            | <u>468820.92</u> |

Completed by: *Jfenn*

Date: *2/10/18*

Certified by: *T Fenn*

Date: *2/10/18*

## Section 3 – External Auditor Report and Certificate 2017/18

65(iii)

In respect of

Thorpe St Andrew Town Council NO0464

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not provided the year end bank statement for one of the bank accounts. A bank statement showing the balance as at 9 March 2018 has been provided (issued 29 March 2018). These were requested as part of our intermediate review procedures

### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 Date

08/09/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Thorpe St Andrew Town Council  
Minutes of the Plans Committee meeting held on  
10 September 2018 at 7.30pm**

- 1 Present:**  
Mr J Fisher (Chairman)  
Mr P Berry Mr F Bowe Mr R Robson Mr S Snelling

**Apologies:**  
Mr N Hancock

**In attendance:**  
Dr T Foreman (Town Clerk) Mrs D Matthews (Committee Officer)

There were 3 members of the public present.

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

None

**3 MINUTES**

The minutes of the meeting held on 13 August 2018 were agreed and signed as a true record.

**4 PLANNING ITEMS RAISED BY RESIDENTS**

REF: 20181376 – PLOT 14 Peachman Way - the applicant answered questions in relation to the travel plan associated with the proposed relocation of his existing business and confirmed that consultations had taken place with planning officers prior to the submission of the application. The proposals allowed for expansion of the business in the future but at present would employ approximately 35 – 40 staff during normal working hours. There would be no additional traffic from visitors or deliveries and the company had signed up to the cycle to work scheme.

**5 PLANNING APPLICATIONS**

- (i) REF: 20181243 – 34 Thomas Verde Road – demolition of existing single storey front and side extension and erection of replacement single storey front and side extension - **NO OBJECTION.**
- (ii) REF: 20181283 – 26 South Hill Close – first floor extension to front and rear – **NO OBJECTION.**
- (iii) REF: 20181348 – 118 Furze Road – first floor extension and ground floor side extension - **NO OBJECTION.**
- (iv) REF: 20181365 – 16A Harvey Lane – variation of condition 2 following grant of planning permission 20171276 revised design – **NO OBJECTION.**
- (v) REF: 20181382 – 18 Highfield Close – lean-to porches to front and side elevations and replacement of flat roof over garage - **NO OBJECTION.**
- (vi) REF: 20181376 – PLOT 14 Peachman Way – erection of office and workshop

and associated works - **NO OBJECTION** and welcome the relocation of an existing expanding business to the business park.

## **BROADS AUTHORITY**

BA/2018/0238/FUL – Norfolk Garden Supplies, 54B Yarmouth Road – Regularisation of existing uses and buildings for car wash, offices and garden centre for a temporary period of 2 years - **NO OBJECTION** but request that the use of signage be regularised and that consideration be given to additional screening of the site.

BA/2018/0210/OUT – Oakland Marine Ltd, Griffin Lane – new moorings, quay heading, and footbridge, resiting and provision of sanitary facilities, 2 new single storey holiday cottages, 1 existing dwelling to holiday cottage, boundary fencing – members noted that there was currently a highway objection to the proposals despite Griffin Lane's identification as an employment area. Mindful of the future planned improvements to the access from Griffin Lane, it was suggested that the applicant be invited to consider making a contribution to the improvements. **NO OBJECTION.**

BA/2018/0342/TAA – 20-21 Thorpe Hall Close – T1 Sycamore – remove lower branch overhanging boat dyke, T2-4 Sycamore crown reduction to 7-8m – **NO OBJECTION.**

## **ENFORCEMENT NOTICES – CONFIDENTIAL**

Members noted the update on confidential and non-confidential enforcement matters.

## **ANY OTHER BUSINESS**

### **Broads Authority Local Plan**

The Town Clerk reported that he had attended the examination by the Planning Inspector of the Broads Authority Local Plan for the Broads for 2018. He updated members on matters raised by the Inspector in relation to residential moorings and the Inspector's requirement for the Broads Authority to undertake an assessment in support of its reference to no residential mooring. As part of this assessment, a consultation would need to be undertaken by the Broads Authority and the Town Council would be invited to comment on the suitability of the basin for residential moorings. A written submission would be made to comment on why the Town Council had supported the Broads Authority's desire in the local plan for no residential moorings in this location.

## **DATES OF NEXT MEETINGS**

|                 |                 |
|-----------------|-----------------|
| Town Council    | 8 October 2018  |
| Plans Committee | 15 October 2018 |

*The meeting closed at 08:30pm*

*Signed: .....*

*Dated: .....*



**Thorpe St Andrew Town Council  
Minutes of the Events and Media Working Group  
held on 26 September 2018 at 7.30pm**

- 1 Present:** Miss S Lawn (Chairman)  
Mr J Emsell      Mr G Lawton      Mr L Reeves

**Apologies:**      Mrs J Fisher      Mr J Ward      Father James

**In attendance:**

Dr T Foreman (Town Clerk)

Mrs F Bass (Deputy Town Clerk)      Mrs D Matthews (Committee Officer)

Also attending were Isobelle Munday and Leslie Dawson from Thorpe Players, Alison Day – Salvation Army and Mr S Snelling.

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

None made.

**3 MINUTES**

The minutes of the meeting held on 27 June 2018 were agreed and signed as a true record.

**4 UPDATE ON NEWSLETTER**

A copy of the newsletter as drafted so far was handed round and the following suggestions made:

|   |
|---|
| Include a reference to the dementia café  |
| Reduce the size of the boat hire article having regard to the fact that the season was now over   |
| Include winter support /welfare articles – for older people - FB to investigate with the district council   |
| Aim to deliver newsletter 10 days/2 weeks before the fireworks event  |
| Include reference to 10 November - Thorpe Players memorial concert event at Roxley Hall - IM to supply FB with details  |
| Include reference to centenary remembrance parade   |
| Include article on youth council  |
| Include article on potential Town Council app   |
| Replace large photograph on the back cover with a number of smaller photographs and change date from 3 <sup>rd</sup> to 2 <sup>nd</sup> (explore pixabay for free images) |
| Include a list of events for the forthcoming year.  |
| Approach the school for an article - TF   |
| Ask if Salvation Army or Choir wish to include anything – FB  |

## 5 UPDATE ON FIREWORKS EVENT – 5 NOVEMBER 2018

The following was discussed / agreed:

|                   |  |
|-------------------|--|
| Tickets/access    | Tickets - £188 to print 2,000 tickets which would be enough for several years. Advantages and disadvantages were discussed and, on balance, agreed not to sell tickets in advance. Instead, to move tables on main entrance forward to create more space for more tables. Retain current entrance fees.  |
| Timing            | Gates to open at 5pm, air for fireworks at 7pm   |
| Toilets           | Look to increase numbers of toilets hired to reduce queues – aim for 10 if possible – ideally same colour –unisex.   |
| Compare           | Compare to start at 5pm. With a view to improving the public's ability to hear the compare, TF and GL meet (Tuesday of half term at 10am) to carry out a test to see if erecting the speakers at a much higher level would help.   |
| Parking           | The School had offered use of their facility again but there were evening classes taking place that evening which would need access. FB to contact the school to discuss options, preferably for the evening classes to use an alternative access (Laundry Lane) as Pound Lane would be closed. Sainsburys had again offered use of their carpark. Advertise disabled parking available on Pound Lane. |
| Cost of Fireworks | Retained at same price as last year - £3,500 plus vat.   |
| Publicity         | Contact radio Norwich to enquire about advertising the event – perhaps using existing pre-recorded material.   |
| St Johns          | Need to be in place early via Commonwealth Way entrance.   |
| Catering          | 14 outlets signed up.  |

## 6 UPDATE ON CHRISTMAS EVENT - 2 DECEMBER 2018

It was agreed that a small sub group get together to look at formulating the programme of events for the Christmas event, to include the brass band (2 x 20 minute sessions), the rock choir and the hillside choir. SL/GL/FB/TF to agree a suitable date and report back to the Committee's next meeting in October.

## 7 WEBSITE

The Town Clerk reported that the inclusion of an embedded map into the proposed new website was likely to increase the overall cost by £1-2k and asked if members wished to secure a further quotation for the work in addition to the 2 already received having regard to the potential cost. An alternative would be to look at an App based programme instead of an embedded website map. He AGREED to look into the options and report back to the next meeting in October.

## 8 CO-OPTING LESLEY DAWSON TO THE COMMITTEE

It was proposed, seconded and AGREED that Lesley Dawson be co-opted onto the

Committee with immediate effect.

**9 REMEMBRANCE SUNDAY 2018**

It was AGREED to include an article in the newsletter about this event. The road closure would apply from 10am. Isobelle Munday undertook to check if Christine would be contacting all the various interested groups to invite them and to let TF know. It was noted that the Royal British Legion was promoting a new message to recognise all those who contributed during the war in addition to serving soldiers. It was also noted that options for purchasing / locating the "There but not there" Tommy figures were still being considered.

**10 ST GEORGES DAY 2018 ACCOUNTS**

These were circulated and noted.

**11 MEMORIAL GARDEN**

Miss Lawn thanked everyone for their involvement in the memorial garden event which had been an extremely moving and memorable event.

**ANY OTHER BUSINESS**

**Thorpe Players** – Lesley Dawson reported on the forthcoming event on 10 November at Roxley Hall being planned by the Thorpe Players to celebrate the centenary of the war. The event would include an abridged performance for the dementia café. Donations for tickets were being invited rather than a charge and all proceeds would go to the Royal British Legion. She invited the Town Council to nominate members to take part by way of delivering readings. Members welcomed the opportunity to take part and AGREED that the charge for the use of the hall would be waived. The Players were looking for a piano player for the event and the Town Council AGREED to put out a request on social media for a volunteer. It was noted that it would be more appropriate to refer to the event as a commemoration rather than a celebration. Lesley Dawson undertook to confirm the details in an email to the Town Clerk.

**Poppy Appeal** – Mr S Snelling undertook to liaise with the Town Clerk regarding arrangements for poppy collection boxes for the poppy appeal which was due to start on 27 October.

*The meeting closed at 9:20pm*

*Signed: .....*

*Dated: .....*

67



# The BROADS SOCIETY

**Registered Charity No. 1078434**

The Administrator  
44 Whitegates  
Ludham  
Great Yarmouth  
NR29 5PJ  
01692 678847

[broads.society@sky.com](mailto:broads.society@sky.com)

19<sup>th</sup> August 2018

Thorpe St. Andrew Town Council

Dear Dr Foreman,

## **The Thorpe River Green River Section**

I would be grateful if you could bring this letter to the attention of Thorpe St Andrew Town Council as the Southern Rivers Committee of the Broads Society are keen to work with local Parish and Town Councils to develop plans that promote and help develop opportunities and under known attractions. Often very simple actions can significantly result in a better awareness and increased usage which greatly benefits all parties.

Within your area of influence you have a jewel of an area of the River Yare that remains largely unknown to a host of annual visitors to the Broads National Park and also undervalued by more regular river traffic:- The Thorpe River Green stretch of the Yare between the two railway bridges at Thorpe St. Andrew.

This River Green Area has so many facilities and businesses that ought to be used far more by tourists, hire craft and private boat owners and offers a real opportunity to attract river-based use up the River Yare without necessarily running up to Norwich Yacht Station. Within this 'old river' section are three very good local pubs with mooring potential and the Thorpe River Green area (properly used) offers moorings, access to local shops, pubs and transport into Norwich.

As part of our objectives, the Southern Rivers Committee are keen to reverse the decline in hire craft use of the Southern Rivers system of the Broads National Park. This will not only, we feel, enhance the users experience of the Broadland environment by introducing them to less congested areas but will also support many local southern river businesses that continue to suffer from a decline in hire craft trade due to much lower use of the Rivers Yare, Waveney and Chet.

We would greatly appreciate the opportunity of discussing our joint views for this area and would ask if you would allocate us a time slot at an appropriate council meeting so that we can see if jointly we can raise the business use and profile of the Thorpe River Green section of the River Yare.

Yours sincerely



Sarah Vergette  
Administrator

**Office**

---

**From:** Broads Society <broads.society@sky.com>  
**Sent:** 27 September 2018 10:53  
**Subject:** The Broads Society  
**Attachments:** Membership Form.pdf

Dear Parish Clerk,

I am writing to invite your Parish Council to become a member of the Broads Society.

The Broads Society was founded in 1956 on the initiative of Len Ramuz and has been providing a unique focus for everyone interested in the Norfolk & Suffolk Broads for well over fifty years.

The Society is independent and their interest lies in the protection and understanding of this special area with its exceptionally important landscape and ecology. Many of their members have a great depth of knowledge about the Broads, this helps them make qualified contributions to many different and ongoing concerns. The Broads Society monitors environmental pressures, planning applications and developments. In this way they work independently helping to safeguard this beautiful and much loved area.

While remaining an independent charity, the Broads Society sometimes work closely with the Broads Authority, acting as its 'critical friend'. Many activities complement those of the Authority. For instance, the volunteer labour force, known as 'Broadsword', is actively engaged in clearing back the trees and bushes which grow along the water's edge.

The Broads Society is happy to consult and advise parish and town councils whenever they can and in particular on planning issues, they have recently supported Fritton Parish Council with a planning issue.

Attached is a Membership form in the hope your Council or councillors would like to join, the cost for a Council is the same as an individual membership at £16 per annum.

If you would like further information please do not hesitate to contact me.

Yours sincerely

Sarah Vergette  
Administrator

## Environment & People

A great place to learn more about our precious Broads. Members share an unrivalled depth of knowledge on all aspects of the area its environment, history and people.

## Broadsword Team

We are all part of the 'Broadsword' team, doing essential practical work maintaining river banks.

## Events & Awards

We hold events throughout the year.

We present annual awards for outstanding voluntary work caring for the Broads.

## Monitoring Change

We examine, consult and respond formally to legislation affecting the Broads. A great opportunity to help influence change.

## Recruiting Volunteers

A voluntary and independent watchdog. Responding to planning concerns across Broadland

## Membership Application Form

### PLEASE COMPLETE IN BLOCK CAPITALS

Title ..... Initials .....

Surname .....

Address .....

.....

Postcode ..... Tel. ....

E mail .....

Date .....

*\*I/we wish to join THE BROADS SOCIETY and enclose a cheque/standing order mandate for £.....*

*Members of the Broads Society shall be deemed to constitute consent to all the Society's rules. Data Protection. All personal information will be stored electronically unless requested otherwise.*

### Charity Gift Aid Declaration

*Boost your donation by 25p of Gift Aid for every £1 you donate*

*Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.*

*In order to Gift Aid your donation you must tick the box below:*

☐ *I want to Gift Aid my donation of £.....and any donations I make in the future or have made in the past 4 years to: The Broads Society. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.*

Signed .....

Date .....

Full Name .....

*Please notify the charity if you: (a) want to cancel this declaration, (b) change your name or home address, (c) no longer pay sufficient tax on your income and/or capital gains*

*If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.*

## Annual Membership Subscriptions

Annual Membership Subscriptions are:

|                              |                                 |
|------------------------------|---------------------------------|
| Single                       | £16 when paid by Standing Order |
| Single                       | £19 when paid by cheque         |
| Joint                        | £22 when paid by Standing Order |
| Joint                        | £25 when paid by cheque         |
| Life membership age under 60 | £375                            |
| Life membership age over 60  | £250                            |

*Please indicate which subscription you require*

## Bank Standing Order Form

### PLEASE COMPLETE IN BLOCK CAPITALS

To the Manager.....

Bank Address .....

*Please pay NOW and on the 1st.....(month) next year, and each year until further notice, the sum of £.....to*

*The Broads Society  
Barclays Bank PLC  
Sort Code 20-99-21  
Account No 70202711*

Please debit my Account No .....

Sort Code .....

Signature .....

Name .....

Address .....

.....

Date.....

For Office Use Only

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Sarah Vergette  
10 Canon Wake Court  
Catfield  
Norfolk, NR29 5DQ*



# Thorpe St Andrew Town Council



Town Council : 8<sup>th</sup> October 2018

**Broads Authority Report Proposed Changes**

**Agenda Item: 69**

## **Reason for this Report**

This report has been prepared to seek the approval of the changes proposed by the Broads Authority to the Staithes Report.

## **Background**

At the September Town Council meeting it was resolved that the Town Council ability to manage River Green had been significantly compromised by the actions of the Broads Authority and their continued mismanagement of the matter. Because of this, Councillors were resolute in their aim to seek a conclusion to this matter and to this end agreed to make a formal complaint to the Chairman of the Broads Authority about the handling of this matter and if necessary to refer the matter to the Commission for Local Administration in England (the Local Government Ombudsman).

## **Result**

The complaint has been made to the Chairman of the Broads Authority regarding this matter, a copy of which has been sent to local Member of Parliament Chloe Smith MP.

The views of the Town Council were reiterated by Councillors and the Town Clerk at the recent Parish Forum and the Broads Authority have proposed the following addendum to the report, as the organisation has no editorial rights:

### Addendum

The Broads Authority is not determining or designating Thorpe St Andrew River Green as a 'public staithe' or 'common' in history, law or practice. This report is the opinion of the author and, having taken legal advice, the Broads Authority is unequivocally satisfied that Thorpe St Andrew Town Council has the powers in both statute and byelaw to control access, mooring and to charge for all moorings at River Green.

This would be placed directly under the 'Thorpe St Andrew' entry in the research.

## **Advice**

The addendum has been discussed at an Officer level with the Broads Authority and they have now asked whether this solution is acceptable to Councillors at Thorpe St Andrew.

The complaint with the Broads Authority is ongoing and separate to this Addendum. If approved, the Town Council could withdraw its complaint, however the Town Council has previously given the view that it would like reassurance such incidents would not occur again.

## **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

## **Financial Implications**

There are **potential** financial implications arising from this report.

# Thorpe St Andrew Town Council



**Town Council : 8<sup>th</sup> October 2018**

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## **Dussindale Allotment Association proposed building**

**Agenda Item: 71**

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### **Reason for this Report**

This report has been prepared for the Town Council to consider approval for the proposed allotment association building.

### **Background**

At the September Town Council meeting it was accepted to provide a plot for use by the Dussindale Allotment Association.

### **Result**

As a result of discussions following the approval, an area of the car park has been agreed for the Allotment Association to use at no charge, as the previously agreed plot will provide more car parking.

The Association Chairman has sent the following:

I dropped some photos of hub building into the office this afternoon [Appendix A]. The dimensions are 16'x8'. It should fit easily into the allocated area 13x8m ie about 39' x 24'. The best position is probably towards the back fence/Plot35 corner. This would mean removal of the apple tree as well as the old tree stumps.

Can you please let us know whether this is acceptable or not?

In addition, the terms of usage need to be approved by the Town Council, these are contained within Appendix B.

### **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

### **Financial Implications**

There are **minor** financial implications arising from this report.



Allotment Association Hub 16' x 8'







Rules for the Dussindale Allotment Association Plot

Although the new allocated area is not a former allotment, the same 'Allotment Garden Rules' will apply with the following exceptions being given:

- 1(b) To use the allotment garden for no other purpose other than the production of vegetable or fruit crops for personal consumption or for keeping birds/rabbits
- 1(m) Not to erect any notice or advertisement on the allotment garden.
- 1(h) to be changed to say no larger building without written consent.

Given this is the first time a space has been given to an Association, and that there is not 100% Membership to the Association on the site, the following additional conditions will apply:

- No special privileges or powers are awarded to the Association or its members, and they must demonstrate inclusivity and equality and that all current/new allotment holders are encouraged/invited to join.
- The plot should not be used to monitor or prevent access to the allotment site, nor should this be perceived by any allotment holder.
- Anyone using the plot must be respectful, polite and courteous to other plot holders. Any noise should not cause disturbance to surrounding plot holders/residents.
- Ultimate responsibility for the plot is with the Association Chairman, and any unacceptable behaviour of individual members of the Association and/or visitors to the plot will impact on the usage by the Association in its entirety.
- The plot should only be used for small scale activities associated with an allotment association, any other activities are not permitted. If there are any questions regarding suitability of activities, contact should be made with the Town Council office PRIOR to the activity taking place.

The tenancy will be for a fixed-term 1-year period where a review will be undertaken (a change to Garden rule 2).

If any of the above commitments are found to be broken, the Town Clerk reserves the right to end the Tenancy with 1 months' notice (as per Garden Rule 2(c)). If this is not accepted, the decision of the Town Clerk will be reviewed by the Town Council and the decision of the Council is final.

3<sup>rd</sup> October 2018