

**Thorpe St Andrew Town Council
Minutes of the meeting
held on 3 June 2019 at 7.30pm**

16 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Boast	Mr J Emsell
Mrs J Fisher	Mr T Garner	Mr T Fordham	Mr M Lake
Miss S Lawn	Mr I Mackie	Mrs T Mancini Boyle	Mr L Reeves
Mr S Snelling	Mr J Ward		

Apologies:

Mr N Shaw

In attendance:

Dr T Foreman (Town Clerk)	Mrs D Matthews (Committee Officer)
Mrs J Fenn (Deputy Clerk and Responsible Finance Officer)	

Also attending were four members of the public.

17 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Item
Mr I Mackie Mr J Ward Mr J Fisher	Minute no:24 – Request for support from Scotty’s Little Soldiers – known to the applicant
All members owning dogs	Minute no:25 – Dog Control on Parks
Dr T Foreman	Minute no: 30 – Land at Thorpe Island – member of a local rowing club – left the meeting for this item

18 MINUTES

The minutes of the meeting held on 13 May 2019 were agreed and signed as a true record.

19 ANNOUNCEMENTS

The Town Mayor offered congratulations to Mr C Thackery, who used to live in Thorpe St Andrew, on winning Britain’s Got Talent.

The Town Clerk reported on a visit to the high school where work was continuing with the Youth Council. With regard to the church wall, a quotation for the works had now been received and the District Council was being contacted to appoint a new representative on the joint working group following the retirement of the previous representative. A number of painted bird boxes had been given to the Council by Dussindale Primary School for the Plantation.

20 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 reported that an apology had been received from the Police that they would be unable to attend the meeting. A



new beat manager had joined for the area that morning and would be making contact with councillors as soon as possible. The Clerk would be updating the Police on current issues of concern including drug use near the pavilion and issues around the tree plantation.

- (ii) Members noted the report from Cllr Ward.
- (iii) Cllr I Mackie stated that a planned closure of one lane of the NDR would take place from June to August to allow for repainting, maintenance and installation of illuminated signs and over 50 trees were scheduled for planting. A survey of trees on Newbury Way had recently taken place by the Highway Engineer with a view to a programme of pruning works being carried out. A development consent order had recently been accepted for the third river crossing.
- (iv) Four residents spoke in relation to agenda item no:30 – the land at Thorpe Island. A representative of the Broadland Boat Club which had 49 members commented that the club would need to vacate its current site when its lease ended in 2021 and it was actively looking for an alternative site. It was not in a position to consider the purchase of the land but it was currently in discussions with the Yare Boat Club regarding the potential for the two clubs to join.

A resident who had been associated with Thorpe Island for a considerable number of years who was also a member of the Broads Authority Navigation Committee, a chartered surveyor and a planning consultant reported on his understanding of the current planning situation regarding the land for sale having regard to the Broads Authority's recently approved new local plan and the different designations applicable to the Eastern, Western and Central areas of the Island for various levels. Planning restrictions in the Plan applicable to the Central area had been unsuccessfully challenged and were such that he believed no significant extension to the low key use of the parcel of land for sale site would be permitted and, despite an encouraging site meeting with Broads Planning Officers, the formal view was that anything more than a minor development would be resisted.

A representative and co-owner of the Yare Boat Club site, which currently had approximately 50 members, reported on his intention to see the Club purchase the land for sale at Thorpe Island for use not only by the Yare Boat Club but potentially also by the Broadland Boat Club. Acquisition of the land would bring a huge benefit to the clubs. He hoped the Town Council would be able to help the Club if it was successful in purchasing the land by supporting any planning application submitted by them. Any development of the land would be sympathetic to the surroundings. If any planning application was not successful, the Club would still be able to benefit from use of the acquired land. In addition to this, it was hoped the Town Council would consider assisting the club to purchase the land if it proved necessary because of significant interest in the sale or to protect it for community use.

The Captain of the Yare Boat Club reported on her ambitions for the Club. Rowing currently took place 7 days per week from early morning to early evening, with rowers from all ages and all abilities thinly dispersed throughout the day/week. She indicated by way of drawings the current site occupied by the Club and the adjoining plot for sale and how this could potentially be developed to enhance use and appearance of both sites. She believed the

Club, particularly if it merged with the Broadland Boat Club could develop its competition element and become a centre of excellence.

With regard to the issue of parking, the Broadland Boat Club would need to discuss its future parking arrangements with Frostbites Sailing Club. Members of the Yare Boat Club were encouraged to walk or cycle to the Club and traffic studies indicated a maximum of approximately 8 vehicle movements at any one time.

21 FINANCE

(i) Annual Governance and Accountability Return 2018/19

The Assistant Clerk and Responsible Finance Officer invited Members to consider and approve the following matters:

a. Section 1 Annual Governance Statement

RESOLVED to approve and sign the Annual Governance Statement 2018/19.

b. Section 2 Accounting Statement

Members noted the change to the figures in section 4 column 3 which had increased by £11,000 to £232,695 and the reduction in the figure in section 6 column 3 which had decreased by £11,000 to £336,838.

RESOLVED to approve and sign the Accounting Statement 2018/19.

c. Annual Internal Audit Report

RESOLVED to note the Annual Internal Audit Report for 2018/19.

d. Internal Audit Report – Pauline James

RESOLVED to note that there were no issues arising from the internal audit for the year ending 31 March 2019.

(ii) Payments List – voucher numbers 126 to 238 totalling £63,378.63 were approved and signed.

(iii) Bank Reconciliation Statement as at 31/5/19 was approved and signed.

22 DRAFT MINUTES OF COMMITTEE MEETINGS

(i) Plans Committee – 20 May 2019 – noted.

23 TIME AND DAY OF COUNCIL MEETINGS 2019/20

The Town Mayor invited members to consider the date and time of future Council meetings. There was a general preference for the meeting date to remain as the first Monday of the month and for the start time to remain at 7:30pm, with the aim of all meetings being concluded within 2 hours. The Town Mayor could, in accordance with standing orders, agree to defer any outstanding business if any meeting lasted longer than 2 hours.

RESOLVED that the date of Council meetings remain as the first Monday of the month and the start time remain at 7:30pm, with the aim of all meetings being concluded within 2 hours.

24 REQUEST FOR SUPPORT FROM SCOTTY'S LITTLE SOLDIERS

Members considered correspondence from Scotty's Little Soldiers, a UK registered military charity, requesting financial support for their work in supporting children and young people who had lost a parent from the British Armed Forces. Whilst supporting the work being undertaken, members agreed that they should give priority to applications from within the Town but that further consideration could be given to the application later in the year if no other requests were forthcoming or supported. The applicants would continue to be invited to participate in any Thorpe St Andrew Events.

RESOLVED to defer consideration of the application for funding until later in the year.

25 DOG CONTROL ON PARKS

Members considered correspondence from residents of Hampden Drive regarding issues with loose dogs on the park encroaching onto their properties. Members felt that measures should be taken, if possible, to help alleviate this problem and that the installation of a gate at the end of the pathway leading towards Hampden Drive on Fitzmaurice Park could assist this.

RESOLVED that the Town Clerk obtain quotations for the purchase and erection of a gate at the end of the pathway leading towards Hampden Drive on Fitzmaurice Park for consideration at a future meeting.

26 BONFIRES ON ALLOTMENTS

Members considered correspondence raising concerns about bonfires on the allotments. It was noted that the lighting of bonfires on the allotment was permitted in the rules for use of the allotments but at certain times (dusk) and avoiding lighting them when the wind was in the wrong direction so as to cause a nuisance. Members generally felt that allotment users should be allowed to light bonfires but there was a need to reiterate (perhaps in the next newsletter) the conditions for doing so. It was noted that the rules for use of the allotments were currently being reviewed.

RESOLVED to reinforce the rules for lighting bonfires on the allotments.

27 CANADA TWINNING VISIT

Members received a proposed itinerary for the Town Twinning guests' visit to Thorpe St Andrew and members were invited to join the various visits and talks on the morning of 11 June 2019. Members generally welcomed the proposals but some members expressed concern that some residents had concerns about the twinning arrangement, the limited benefits to the Town and the costs involved. It was stressed that the twinning arrangement would enhance cultural interests at little or no cost and there were many benefits for local groups, the church and the schools. The cost of lunch for the guests was being met by some councillors. The Town Council had taken the decision to support the venture and it had been publicised in the newsletter. It was noted that any opportunity to commemorate the life of Pvt Wicks who had a connection with both Towns should also reflect the many other lives lost.

The Town Clerk undertook to circulate the itinerary to all members.

28 WALKING PLAN OF THE TOWN

The Town Clerk reported that a stock of the History Group's walking map was now available from the Town Hall and the points of interest contained within the map would be incorporated into the proposed new website/app. Members welcomed this but also felt it would be good to develop a street map of the Town and asked the Town Clerk to look into this. They also felt it was time to organise another "Beating the Bounds" event – a walk around the boundary of the Town and asked the Town Clerk to explore options for this in the Autumn.

29 SAINSBURY'S RECYCLING BINS

Concerns were raised about the untidy condition of the recycling area at Sainsburys which was being used by the public to dump rubbish. It was understood that the recycling facility was managed by "Palm" on behalf of Sainsburys, and the non-recycled material dealt with by Sainsburys' waste contractor but little was being done to manage the site effectively. It was agreed to refer the matter to the district council planning enforcement team with a request that planning permission for the recycling facility be revoked if necessary.

RESOLVED to refer the matter to the district council planning enforcement team with a request that planning permission for the recycling facility be revoked if necessary.

MOTION TO CLOSE THE MEETING TO THE PUBLIC AND PRESS

It was proposed, seconded and

RESOLVED to close the meeting to the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information.

The Town Clerk left the meeting and no members of the public remained.

30 LAND AT THORPE ISLAND

Members considered the report of the Town Clerk regarding details of land for sale at Thorpe Island. Members were keen to support the acquisition and use of the land by the local rowing clubs and discussed a number of options as to how this might be undertaken.

RESOLVED that Cllrs Reeves, Fisher and Snelling be authorised to discuss with the Boat Clubs the extent of their intention to purchase the land for sale at Thorpe Island with a view to supporting their efforts if appropriate by way of a loan.

FUTURE AGENDA ITEMS

None raised

DATES OF FUTURE MEETINGS

<i>Plans</i>	<i>10 June 2019</i>
<i>Finance and Staff</i>	<i>17 June 2019</i>
<i>Events and Media</i>	<i>24 June 2019</i>

The meeting closed at 9:55pm

Signed:

Dated:

DRAFT

Thorpe St Andrew Town Council
Minutes of the Extraordinary Town Council meeting
held on 17 June 2019 at 7:30pm

31 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mrs J Fisher	Mr T Fordham
Mr T Garner	Miss S Lawn	Mr I Mackie	Mrs T Mancini Boyle
Mr L Reeves	Mr S Snelling	Mr J Ward	

Apologies:

Mr J Emsell Mr N Shaw

In attendance:

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

The Town Clerk, the Parks and Estates Manager and 8 members of the public were in attendance for the non-confidential part of the meeting. They left the meeting for the confidential item (minute 34)

The Town Council congratulated Mr Emsell on the recent birth of his daughter.

32 DECLARATIONS OF INTEREST

None made.

33 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.

Members of the Public:

A number of residents and a representative of the Yare Boat Club spoke in relation to the purchase of land at Thorpe Island.

Local residents living opposite the land raised questions about the intentions for use of the land by the Town Council and the Boat Clubs. They currently benefitted from quiet and peaceful outlook over the land on the opposite side of the river and were keen to see the land protected. The land was currently well screened by mature hedging which it was hoped would be retained and was a haven for wildlife They were aware that another local resident was willing to consider purchasing the land to ensure its future protection. The issue of parking was also raised.

A representative of the Yare Boat Club stated that they hoped the Town Council would be interested in purchasing the land and that future use of the land by the boat club(s) could be secured. They were very aware of the environmental importance of the land and there was no intention to remove any hedges. Any future enhancement of the site to accommodate boat club activity would be sympathetic and in keeping with the current status of the land. There might be a need for an additional boathouse but there was no need for any additional pontoon.

The Town Mayor stated that a letter had been sent to local residents explaining that the Town Council was considering the matter of land for sale at Thorpe Island. He had met with a resident who currently owned land adjoining the land for sale to explain the Council's interest. All parties were keen to see the land protected. The Town Council was also keen to support use of the land by the local boat club(s) whilst protecting the environmental significance of the land. There was a need for consideration of the parking issues and to look for a way to alleviate any car parking concerns. All present viewed a video recording taken from within the land following which the Town Clerk, the Parks and Estates Manager and members of the public then left the meeting.

MOTION TO CLOSE THE MEETING TO THE PUBLIC AND PRESS

It was proposed, seconded and

RESOLVED to close the meeting to the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information.

34 LAND AT THORPE ISLAND

The Town Council considered the confidential report regarding the land for sale at Thorpe Island and it was

RESOLVED that the Town Council seek to acquire the land at Thorpe Island for sale at auction up to the maximum amount agreed (not to be disclosed) with the intention that if it is successful the land be sold to the Boat Club. The Boat Club be invited to support the Town Council's bid to purchase the land and to confirm this prior to the auction.

The meeting closed at 9:30pm

Signed:

Dated:

16th June 2019

Report from Councillor John Ward

Broadland District Council

The former Start-rite shoe factory site on Mousehold Lane has been given planning permission by Norwich City Council for a 79 bed Care Home and 42 Supported Living homes. More than 100 jobs will be created.

The new Lord Lieutenant of Norfolk has been named as Lady Dannatt MBE who will succeed Sir Richard Jewson on his retirement on 5th August.

Norfolk County Council

Maintenance and associated work started 10th June on the Broadland Northway. No road closure but there will be some lane closures. Work will be completed by the end of August.

Norfolk C.C. County Farms estate now extends to 16.900 acres of prime agricultural land across Norfolk. It is split into 61 individual estates ranging in size from 7 acres to 3457 acres and provides farming opportunities to 145 tenants with the average farm size being 120 acres.

90 new specialist school places for children with autism are set to be created at Norfolk's mainstream schools as part of NCC's £120m investment in Special Education Needs.

The Parish Partnership Scheme will be repeated in the financial year 2020/21. The County Council have allocated £325k and bids are invited for up to £25k. Closing date is 6 December 2019.

7th July 2019

Report from Councillor John Ward

Broadland District Council

As a member of BDC's Place Shaping Panel, I attended a meeting on 1.7.19 where we had a presentation on the Greater Norwich (BDC, South Norfolk DC & Norwich CC) Local Plan. We heard that 42,000 new homes are scheduled 2018-36 but most of these are already site allocated leaving only 7000 still to be allocated.

There are no current plans for a big new settlement and 8% of the growth will be in villages which are identified in Service Village Clusters, each with its own primary school.

There was a call for sites in 2016 followed by 2 consultations. The Draft Plan will go to final consultation in September to be adopted in 2021.

With Affordable (normally 80% of market value) Home Ownership there will no longer be any local connection priority for purchasers and all applicants for affordable home ownership must register with the regional Help to Buy Agency.

Norfolk County Council

The Council has now published its preferred route for the Broadland Northway Western Link. It is Option C, a 3.9mile dual carriageway which will cross the River Wensum on a viaduct. The Cabinet which meets on 15th July will be asked to agree this route.

Sprowston Children's Centre will be re-designated when the contract to run Children's Centres expires on 30th September 2019. The proposal is to hand back the space to the school who wish to extend their Specialist Resource Base for ASD children from 10 places to 18.

The Leader of Norfolk C.C. Andrew Proctor was joined by the Dutch Ambassador at the Norfolk Show to launch Together for Norfolk which sets out the Council's ambition to offer a better future for everyone in Norfolk by working with organisations, businesses and community groups across our county.

28th July 2019

Report from Councillor John Ward

Broadland District Council

From 1st April 2020, each Council Member will have a budget of £500 to spend in their Ward for community groups
Grants of between £100 and £500 can be made.

"Broadland Growth", a development company owned jointly by BDC and Norse, is currently building 22 houses at Gt. Plumstead. Two of these are "affordable" with a further four "affordable" being built off site in conjunction with this development. The showhouse is complete and now open.

The 4 vacant Assistant Director positions have now been filled:-
Helen Mellors A/D Planning
Rodney Fincham A/D Finance
Simon Phelan A/D Community Services
Nick Howard A/D Regulatory Services

Norfolk County Council

To celebrate Norfolk Day on 27th July, all Councils in Norfolk came together for a relay cycle ride to promote their support for the day. A 170 mile circular route carrying the Norfolk Flag ended at the EDP offices in Norwich.

A successful bid to the European regional Development Fund by Norfolk C.C. and the UEA will see at least £22m invested in small and medium sized businesses in the region. The new programme will allow for the setting up of an investment fund to support businesses developing products and services which will have a beneficial environmental impact.

Our Council Leader Andrew Proctor has written to the new Prime Minister Boris Johnson congratulating him on his appointment and asking for fairer long term funding for Councils and also for more investment in infrastructure, the duelling of the A47 and the building of the Norwich Western Link. Norfolk County Council currently has a funding gap of £71m over the next two years.

Road Safety training in schools was at threat in the budget cuts but will now continue and there will be a free Road Safety resource pack to support children's' learning which will be made available to all Norfolk schools.

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
239 Office telephone	29/05/2019		Bank 1 Current Accou	dd	Mobile - office	O2	S	14.39	2.88	17.27
240 Telephone	29/05/2019		Bank 1 Current Accou	dd	Mobile telephones - Rec Grnd	O2	S	43.38	8.67	52.05
241 Bank charges	29/05/2019		Bank 1 Current Accou	dd	Bank charges	Lloyds Bank	X	22.75	0.00	22.75
242 Office telephone	29/05/2019		Bank 1 Current Accou	dd	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
243 Telephone	29/05/2019		Bank 1 Current Accou	dd	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
244 Telephone	29/05/2019		Bank 1 Current Accou	dd	Telephone - Fitz Pavilion	Talk Talk	S	31.00	6.20	37.20
245 Gas	11/06/2019		Bank 1 Current Accou	dd	Roxley Hall gas	British Gas	L	376.48	18.82	395.30
246 Grounds machinery	11/06/2019		Bank 1 Current Accou	8212	Service avant	Avant Hire Services	S	328.06	65.61	393.67
247 Hire of equipment	11/06/2019		Bank 1 Current Accou	8213	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
248 Health and Safety	11/06/2019		Bank 1 Current Accou	8213	Health and safety equip	Ben Burgess	E	19.50	0.00	19.50
249 Audit	11/06/2019		Bank 1 Current Accou	8214	Internal Audit	Mrs P James	E	231.00	0.00	231.00
250 Cleaning bus shelters	11/06/2019		Bank 1 Current Accou	8215	Cleaning bus shelters	R Marmoy	E	120.00	0.00	120.00
251 Morse Loan	11/06/2019		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	E	2,793.33	0.00	2,793.33
252 Foreman salary										
253 Fenn salary										
254 Bass - salary										
255 Sayer salary										
256 Calver salary										
257 Mr G Watkins										
258 Parr - salary										
259 Matthews - salary										
260 Jones salary										
261 Seaman salary										
262 Fenn salary										
263 Fenn - pension employer										
264 Sayer salary										
265 Sayer - pension employer										
266 Bass - salary										
267 Bass - pension employer										
268 Foreman salary										
269 Foreman - pension employer										
270 Calver salary										
271 Calver pension employer										
272 Mr G Watkins										
273 Watkins - pension employer										
274 Parr - salary										

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
275										
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297	11/06/2019		Bank 1 Current Accou	8217	Gravel	Baileys of Norfolk	S	491.47	98.29	589.76
298	11/06/2019		Bank 1 Current Accou	8218	Engraving	MBS Trophies	S	18.00	3.60	21.60
299	11/06/2019		Bank 1 Current Accou	8219	Play equipment - repairs	Proludic	S	261.08	52.22	313.30
300	11/06/2019		Bank 1 Current Accou	8151	Cancelled cheque	Taverham Nursery Centre	S	-228.87	-45.80	-274.67
301	11/06/2019		Bank 1 Current Accou	8220	Plants	Taverham Nursery Centre	S	228.87	45.80	274.67
302	11/06/2019		Bank 1 Current Accou	8221	Streetlight-energy charge	Total Gas & Power	S	1,640.66	328.12	1,968.78
303	11/06/2019		Bank 1 Current Accou	8221	Electricity - River Green Toile	Total Gas & Power	L	107.17	5.36	112.53
304	11/06/2019		Bank 1 Current Accou	8222	Cleaning - Morse Pavilion	Town and Country Cleaning	E	650.00	0.00	650.00
305	11/06/2019		Bank 1 Current Accou	8222	Cleaning - Flag pole	Town and Country Cleaning	E	80.00	0.00	80.00
306	11/06/2019		Bank 1 Current Accou	8222	Cleaning - Fitz Pav	Town and Country Cleaning	E	280.00	0.00	280.00
307	11/06/2019		Bank 1 Current Accou	8222	Cleaning - Roxley Hall	Town and Country Cleaning	E	630.00	0.00	630.00
308	11/06/2019		Bank 1 Current Accou	8222	Cleaning River Green Toilets	Town and Country Cleaning	E	465.00	0.00	465.00
309	11/06/2019		Bank 1 Current Accou	8223	Electrical work - Roxley Hall	C R Wilson	E	30.00	0.00	30.00
310	11/06/2019		Bank 1 Current Accou	8223	Electrical work - Morse Pav	C R Wilson	E	70.00	0.00	70.00
311	18/06/2019		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	140.78	28.16	168.94
312	18/06/2019		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	233.45	46.69	280.14
313	18/06/2019		Bank 1 Current Accou	online	Survey	Survey Monkey	E	58.34	0.00	58.34

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
314	18/06/2019		Bank 1 Current Accou	online	windscreen	Direct windscreen	S	95.00	19.00	114.00
315	18/06/2019		Bank 1 Current Accou	online	windscreen	Robinsons	S	264.02	52.80	316.82
316	18/06/2019		Bank 1 Current Accou	online	Electricity - Fitz Pav	Opus Energy	S	460.62	92.12	552.74
317	18/06/2019		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	73.76	3.69	77.45
318	18/06/2019		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	152.05	7.60	159.65
319	18/06/2019		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	30.63	1.53	32.16
320	25/06/2019		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
321	25/06/2019		Bank 1 Current Accou	online	Soccer marking	Norse	S	757.66	151.54	909.20
322	25/06/2019		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	Norse	S	1,102.60	220.52	1,323.12
323	25/06/2019		Bank 1 Current Accou	online	St Williams Loke - pruning	Norse	S	14.60	2.92	17.52
324	25/06/2019		Bank 1 Current Accou	online	Sports Turf - Rec Grnd	Norse	S	1,050.00	210.00	1,260.00
325	25/06/2019		Bank 1 Current Accou	online	Sports Turf - Duss	Norse	S	253.34	50.66	304.00
326	25/06/2019		Bank 1 Current Accou	online	Field Maintenance - Duss Park	Norse	S	587.30	117.46	704.76
327	25/06/2019		Bank 1 Current Accou	online	Picnic area maintenance	Norse	S	69.00	13.80	82.80
328	25/06/2019		Bank 1 Current Accou	8224	Cleaning Materials	Jan Smith	S	282.60	56.52	339.12
329	25/06/2019		Bank 1 Current Accou	8225	Photocopying	BBT	S	229.26	45.85	275.11
330	25/06/2019		Bank 1 Current Accou	online	Water charges - Recreation Gr	Wave	E	46.98	0.00	46.98
331	25/06/2019		Bank 1 Current Accou	online	Water charges - Morse	Wave	E	155.30	0.00	155.30
332	25/06/2019		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
333	25/06/2019		Bank 1 Current Accou	8226	Postage	Post Office	E	5.44	0.00	5.44
334	25/06/2019		Bank 1 Current Accou	8226	ribbon	Hobbycraft	S	2.50	0.50	3.00
335	25/06/2019		Bank 1 Current Accou	8226	Telephone - Morse Pavilion	Sainsburys	E	14.99	0.00	14.99
336	25/06/2019		Bank 1 Current Accou	8226	Banners	Premier Print	E	22.00	0.00	22.00
337	25/06/2019		Bank 1 Current Accou	8227	Goods	Ben Burgess	S	43.56	8.71	52.27
338	25/06/2019		Bank 1 Current Accou	8228	Pest control	Burrell Pest control	E	55.00	0.00	55.00
339	25/06/2019		Bank 1 Current Accou	8228	Pest control	Burrell Pest control	E	55.00	0.00	55.00
340	25/06/2019		Bank 1 Current Accou	8229	Feed in tariff	Broadland District Council	L	226.81	6.11	232.92
341	25/06/2019		Bank 1 Current Accou	8230	Annual Inspection	Playsafety Ltd	S	112.25	22.45	134.70
342	25/06/2019		Bank 1 Current Accou	8230	Annual Inspection	Playsafety Ltd	S	112.25	22.45	134.70
343	25/06/2019		Bank 1 Current Accou	8230	Annual Inspection	Playsafety Ltd	S	68.50	13.70	82.20
344	25/06/2019		Bank 1 Current Accou	8231	Plumbing equip	Trade UK	S	4.99	1.00	5.99
345	25/06/2019		Bank 1 Current Accou	8231	Tools	Trade UK	S	56.62	11.33	67.95
346	25/06/2019		Bank 1 Current Accou	8231	Tools	Trade UK	S	4.26	0.85	5.11

Total **35,300.13** **1,989.71** **37,289.84**

PAYMENT LIST

Salaries	June	vouchers 252-261	11632.04
HMRC	Tax and NIC	vouchers 280-296	3167.87
Norfolk Pension Fund	Employer/employee payments	vouchers 262-279	3995.59

**Thorpe St Andrew Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
347	30/06/2019		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	114.90	22.98	137.88
348	30/06/2019		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	114.90	22.98	137.88
349	30/06/2019		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	0.00	0.00	0.00
350	30/06/2019		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	E	26.00	0.00	26.00
351	30/06/2019		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
352	30/06/2019		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.97	9.59	57.56
353	30/06/2019		Bank 1 Current Accou	online	Telephone - Fltz Pavilion	Talk Talk	S	31.00	6.20	37.20
354	04/07/2019		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	X	10,603.42	0.00	10,603.42
355	04/07/2019		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	X	1,783.14	0.00	1,783.14
356	04/07/2019		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	720.32	144.06	864.38
357	04/07/2019		Bank 1 Current Accou	8232	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
358	04/07/2019		Bank 1 Current Accou	8232	Overseeding	Ben Burgess	S	561.00	112.20	673.20
359	04/07/2019		Bank 1 Current Accou	8232	Overseeding	Ben Burgess	S	374.00	74.80	448.80
360	04/07/2019		Bank 1 Current Accou	8233	Electrical work - River Green	E.on	L	106.48	5.32	111.80
361	04/07/2019		Bank 1 Current Accou	8234	Cleaning bus shelters	R Marmoy	E	120.00	0.00	120.00
362	04/07/2019		Bank 1 Current Accou	8235	Electrical goods	M D Thompson	S	229.16	45.83	274.99
363	04/07/2019		Bank 1 Current Accou	8236e	Advert in Thorpe Players Mag	Thorpe Players	E	40.00	0.00	40.00
364	04/07/2019		Bank 1 Current Accou	8237	Streetlight-energy charge	Total Gas & Power	S	611.32	122.26	733.58
365	04/07/2019		Bank 1 Current Accou	8238	Donation	Thorpe St Andrew PCC	E	2,020.00	0.00	2,020.00
366	09/07/2019		Bank 1 Current Accou	online	Mobile - office	O2	S	14.39	2.88	17.27
367	09/07/2019		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	43.17	8.63	51.80
368	09/07/2019		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
369					Foreman salary					
370					Fenn salary					
371					Bass - salary					
372					Sayer salary					
373					Calver salary					
374					Mr G Watkins					
375					Parr - salary					
376					Matthews - salary					
377					Jones salary					
378					Seaman salary					
379					Fenn salary					
380					Fenn - pension employer					
381					Sayer salary					
382					Sayer - pension employer					

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
383					Bass - salary					
384					Bass - pension employer					
385					Foreman salary					
386					Foreman - pension employer					
387					Calver salary					
388					Calver pension employer					
389					Mr G Watkins					
390					Watkins - pension employer					
391					Parr - salary					
392					Parr employers pension					
393					Jones salary					
394					Jones pension employer					
395					Seaman salary					
396					Seaman pension employer					
397					Sayer salary					
398					Sayer - NIC employer					
399					Foreman salary					
400					Foreman employers nic					
401					Bass - salary					
402					Bass - NIC employer					
403					Calver salary					
404					Matthews - salary					
405					Calver - employers nic					
406					Student loan					
407					Mr G Watkins					
408					Parr - salary					
409					Parr - employers NIC					
410					Jones salary					
411					Jones nic employer					
412					Seaman salary					
413					Seaman employers nic					
414					Fenn salary					
415					Fenn - NIC employer					
416	09/07/2019		Bank 1 Current Accou	8240	work to River Green toilets	DSG	S	1,350.00	270.00	1,620.00
417	09/07/2019		Bank 1 Current Accou	8241	twinning sign	G Sign	S	244.00	48.80	292.80
418	09/07/2019		Bank 1 Current Accou	8242	Electricity - River Green Toile	Total Gas & Power	L	35.16	1.76	36.92
419	09/07/2019		Bank 1 Current Accou	8243	Cleaning - Morse Pavilion	Town and Country Cleaning	E	500.00	0.00	500.00
420	09/07/2019		Bank 1 Current Accou	8243	Cleaning - Fitz Pav	Town and Country Cleaning	E	300.00	0.00	300.00
421	09/07/2019		Bank 1 Current Accou	8243	Cleaning - Roxley Hall	Town and Country Cleaning	E	620.00	0.00	620.00

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
422 Cleaning Toilets	09/07/2019		Bank 1 Current Accou	8243	Cleaning River Green Toilets	Town and Country Cleaning	E	610.00	0.00	610.00
423 Roxley Hall	09/07/2019		Bank 1 Current Accou	8244	velux windows/blinds	Travis Perkins	S	717.20	143.44	860.64
424 Wheeled/litter/dog bins	16/07/2019		Bank 1 Current Accou	online	Wheeled bins	Unicorn Urban	S	291.70	58.34	350.04
425 Wheeled/litter/dog bins	16/07/2019		Bank 1 Current Accou	online	Wheeled bins	Unicorn Urban	S	291.70	58.34	350.04
426 Vehicle lease	16/07/2019		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
427 Fuel	16/07/2019		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	192.49	38.49	230.98
428 Fuel & machinery mainten	16/07/2019		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	204.36	40.87	245.23
429 Subscriptions	16/07/2019		Bank 1 Current Accou	online	Subscription	Microsoft	E	475.20	0.00	475.20
430 Subscriptions	16/07/2019		Bank 1 Current Accou	online	Subscription	Norton	E	70.83	0.00	70.83
431 Subscriptions	16/07/2019		Bank 1 Current Accou	online	Subscription	HCI Data Ltd	X	112.92	0.00	112.92
432 Chairmans expenses	16/07/2019		Bank 1 Current Accou	online	Flag	Hampshire Flag Company	S	123.90	24.78	148.68
433 Miscellaneous	16/07/2019		Bank 1 Current Accou	online	Twining lunch	Thorpe St Andrew TC	S	86.55	17.31	103.86
434 Miscellaneous	16/07/2019		Bank 1 Current Accou	online	Annual fee	Lloyds Bank	E	32.00	0.00	32.00
435 Office equipment	16/07/2019		Bank 1 Current Accou	online	kit board	ESE	S	159.40	31.88	191.28
436 Photocopy charges	16/07/2019		Bank 1 Current Accou	online	Photocopying	BBT	S	98.00	19.60	117.60
437 Stationery	23/07/2019		Bank 1 Current Accou	8246	Stationery	Espo	S	31.83	6.37	38.20
438 Vehicle Maintenance	23/07/2019		Bank 1 Current Accou	8247	Signage	G Sign	S	38.00	7.60	45.60
439 Projects	23/07/2019		Bank 1 Current Accou	8248	twining sign	G Sign	S	366.00	73.20	439.20
440 Chairmans expenses	23/07/2019		Bank 1 Current Accou	8249	Engraving	David Gray	E	25.00	0.00	25.00
441 Morse Pavilion	23/07/2019		Bank 1 Current Accou	8250	Paint	Kent Blaxill	S	144.24	28.85	173.09
442 Rent and deposit	23/07/2019		Bank 1 Current Accou	8251	Allotment deposit refund	Mrs King	E	25.00	0.00	25.00
443 Cleaning bus shelters	23/07/2019		Bank 1 Current Accou	8252	Cleaning bus shelters	R Marmoy	E	100.00	0.00	100.00
444 Play equipment maintenance	23/07/2019		Bank 1 Current Accou	8253	Grid Matting	Mats Grid	S	457.92	91.58	549.50
445 Training and H & S	23/07/2019		Bank 1 Current Accou	8254	Training - councillors	Norfolk Parish Training and £	E	55.00	0.00	55.00
446 Play equipment maintenance	23/07/2019		Bank 1 Current Accou	8255	Skip	PSH Environmental	S	300.00	60.00	360.00
447 Morse - gas/expenditure	23/07/2019		Bank 1 Current Accou	8245	Gas charges - Morse	Total Gas & Power	L	189.06	9.46	198.52
448 Energy charge	23/07/2019		Bank 1 Current Accou	8260	Streetlight-energy charge	Total Gas & Power	S	1,504.78	300.97	1,805.75
449 Morse Pavilion	23/07/2019		Bank 1 Current Accou	8257	Morse Pav Maint	P Reynolds	E	194.05	0.00	194.05
450 Roxley Hall	23/07/2019		Bank 1 Current Accou	8257	Roxley Hall Maint	P Reynolds	E	320.00	0.00	320.00
451 Materials fixtures & fittings	23/07/2019		Bank 1 Current Accou	8258	Goods	Trade UK	S	30.24	6.05	36.29
452 Roxley Hall	23/07/2019		Bank 1 Current Accou	8259	velux windows/blinds	Travis Perkins	S	98.00	19.60	117.60
453 Electricity	23/07/2019		Bank 1 Current Accou	online	Electricity - Fitz Pav	Opus Energy	S	420.94	84.19	505.13
454 Electricity	23/07/2019		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	146.67	7.33	154.00
455 Electricity	23/07/2019		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	37.27	1.86	39.13
456 Electricity	23/07/2019		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	71.85	3.59	75.44
457 Telephone	23/07/2019		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
458 Soccer marking	23/07/2019		Bank 1 Current Accou	online	Soccer marking	Norse	S	378.83	75.77	454.60
459 Field maintenance contract	23/07/2019		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	Norse	S	551.30	110.26	661.56
460 Shrub bed - St Will Loke	23/07/2019		Bank 1 Current Accou	online	St Williams Loke - pruning	Norse	S	7.30	1.46	8.76

C/N 8256 cancelled

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
461 Sports turf maintenance	23/07/2019		Bank 1 Current Accou	online	Sports Turf - Rec Gnd	Norse	S	525.00	105.00	630.00
462 Turf maintenance	23/07/2019		Bank 1 Current Accou	online	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
463 Field maintenance contract	23/07/2019		Bank 1 Current Accou	online	Field Maintenance - Duss Park	Norse	S	293.65	58.73	352.38
464 Commissioners Cut - picnic ar	23/07/2019		Bank 1 Current Accou	online	Picnic area maintenance	Norse	S	34.50	6.90	41.40
465 Telephone	30/07/2019		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
466 Office telephone	30/07/2019		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
467 Telephone	30/07/2019		Bank 1 Current Accou	online	Telephone - Fitz Pavilion	Talk Talk	S	31.00	6.20	37.20
468 Bank charges	30/07/2019		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	20.80	0.00	20.80
469 Dussindale water charges	30/07/2019		Bank 1 Current Accou	online	Water charges - Duss Allot	Anglian Water	E	17.47	0.00	17.47
470 Hillside water charges	30/07/2019		Bank 1 Current Accou	online	Water charges - Hillside Allot	Anglian Water	E	154.16	0.00	154.16
471 Repairs	30/07/2019		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	1,595.00	319.00	1,914.00
472 Repairs	30/07/2019		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	1,595.00	319.00	1,914.00
473 Repairs	30/07/2019		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	3,190.00	638.00	3,828.00
Total								57,600.06	3,946.46	61,546.52

PAYMENT LIST

Salaries	vouchers 369-378	July	11809.07
HMRC	vouchers 397-415	Tax and NIC	3194.35
Norfolk Pension Fund	vouchers 379-396	Employer/employee payments	4050.74

THORPE ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 30/06/19 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	22187.97
Deposit account bank 1	298781.06
Sub total - bank 1	<u>320969.03</u>
Capital Account bank 2	55269.66
	<u>376238.69</u>

Unpresented cheques	Cheque number	Payee	Date	£
	8151	Cancelled		
	8220	Taverham Nursery	14/06/2019	-274.67
	8226	Petty cash	25/06/2019	-45.43
	8227	Ben Burgess		-52.27
	8228	Burrell Pest Control		-110.00
	8229	Broadland DC		-232.92
	8230	Playsafety		-351.60
	8231	Trade UK		-79.05
		Total of unpresented cheques		<u>-1145.94</u>
				<u>375092.75</u>
			Balance at 31/3/19	287768.22
			Plus receipts	<u>262219.43</u>
				549987.65
			Less expenditure	<u>-174894.90</u>
				<u>375092.75</u>

Completed by: *JRenn*
 Date: *1/7/19*
 Certified by: *T Foreman*
 Date: *1/7/19*

**Thorpe St Andrew Town Council
Minutes of the Plans Committee meeting held on
10 June 2019 at 7.30pm**

- 1 Present:**
Mr J Fisher (Chairman)
Mr P Berry Mrs J Fisher Mr T Garner Mr S Snelling

Apologies: Mr F Bowe

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

There were 11 members of the public present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Item
Mr J Fisher Mrs J Fisher	Minute no: 5 - REF: 20190386 – 2 Hillcrest Road - were both known to the applicant and took no part in the decision

3 MINUTES

The minutes of the meeting held on 20 May 2019 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

REF: 20190016 – Land East of Pound Lane – clarification was sought that the proposal being considered was the amended plan excluding the 23 assisted living flats and it was confirmed this was the case. A concern was also raised that, on visiting the District Council to view the application, the resident concerned had be left to view a very large file with no help or guidance from the Council.

A number of residents raised concerns about the proposal including:

- The size and location of the three-storey care home – this was directly opposite a number of single storey properties (some 19m away and much closer than the existing building). It was not well screened and was out of keeping with the surrounding area. A suggestion was made that this building should be moved to the rear of the site with the proposed bungalows moved to the front of the site.
- The proposed access arrangements were inadequate and joined a road which was already of concern because of the amount of traffic using it. The access roads were too narrow and could not accommodate emergency vehicles or service vehicles. It was believed there would be no more accesses onto Pound Lane. There would be a loss of trees to make way for the visibility splays. Use should be made of the existing access to the Oasis.
- Doubt about the number of carparking spaces to be provided and if these would be sufficient.

- The impact of construction works.
- The loss of mature trees along the boundary with Pound Lane which would reduce the screening of the development.
- The loss of Beech Lodge which was one of the oldest buildings in this area and potentially should be a listed building.
- The proposal should be a class C3 development and not class C2 which avoided the requirement for low cost housing.

REF: 20190830 – 95 Furze Road – a resident raised concerns about the proximity of the extension to his property and that he would wish to see a gap remain along the boundary of the two properties. He also felt the two-storey extension was out of keeping as there were no other 2 storey extensions in the vicinity.

REF: 20190856 – Hillcrest Chapel – the applicant answered questions from the Committee, stating that he was not aware of any lights being left on at the Chapel and would look into this. The Chapel would continue to be used for worship probably on a Sunday afternoon/evening from 4:30pm to 7:30 pm and it was hoped to appeal to the local community. The plan was to also use the Chapel for a mother and toddler venue with an outside play area. Parking would be provided on site for the current congregation of approximately 40 together with the local community but it was acknowledged that this might not cater for the occasional events such as weddings/funerals.

5 PLANNING APPLICATIONS

- (i) REF: 20190016 – Land East of Pound Lane – demolition of existing buildings and erection of care village (all class C2) comprising of 68 bed care home, 23 assisted living flats, 18 assisted living bungalows, associated outbuildings and 2 new accesses. It was noted that the amended plans had addressed a number of concerns previously raised by residents and the Town Council. The 23 assisted living flats had been removed and the care home building had been modified with the three-storey element now sited further away from the bungalows opposite. This element could not have been located to the rear of the site because of the impact on the adjoining County Wildlife site. Cllr Snelling reported that he had taken the opportunity to view a similar development by the same applicant. The layout and management of the site had been impressive and there was a modest number of cars moving into and out of the site. The applicant was mindful of the concerns raised previously and had endeavoured to alleviate the issues raised.

Some concerns were raised about the access arrangements and it was agreed (3 members voting for, 1 against) to raise **NO OBJECTION in principal** to the development acknowledging the changes made to the original application but to raise the following points:

- there was a need to ensure that proposals for the access and carparking met the requirements of the highway authority;
- the conservation officer be asked to re-examine if Beech Lodge should be considered for retention / listing;

- re-examination of the access arrangements to look at other options including use of the existing access to the Oasis.
- (ii) REF: 20190386 – 2 Hillcrest Road – change of use from retail and 1 bed dwelling to 3 bed dwelling, infill shop front door, alter shop front windows, erect single storey rear extension and erect wall, vehicular access gate and pedestrian gate with canopy over on highway boundary. Notwithstanding the emerging Town Plan which sought to identify the location of this property as being in a business area but having regard to the current nature of the area - **NO OBJECTION.**
- (iii) REF: 20190686 – 80 Hillcrest Road – erection of garage - **NO OBJECTION.**
- (iv) REF: 20190780 – 65 Furze Road – single storey rear extension - **NO OBJECTION.**
- (v) REF: 20190758 – land south of Salhouse Road – reserved matters application following grant of outline planning permission 20160498 for phase 1 residential development comprising of 251 houses and associated infrastructure and details reserved by conditions 25 (landscaping), 26 (tree protection), 27 (ground investigation) and 28 (archaeology) (EIA application) - **NO OBJECTION.**
- (vi) REF: 20190761 – 21 Caston Road – single storey rear extension and hip to gable loft conversion with front and rear dormers - **NO OBJECTION in principal to the proposal but object to the current design of the dormers.**
- (vii) REF: 20190808 – 282 Plumstead Road East – proposed single storey rear and side extension - **NO OBJECTION but concerns about the design of the flat roof with what appeared to be velux widows.**
- (viii) REF: 20190838– 95 Furze Road – 2 storey rear extension - **NO OBJECTION but would like to see a gap remain along the boundary with the adjoining property.**
- (ix) REF: 20190586 – Hillcrest Chapel – proposed alterations and extension to chapel - **NO OBJECTION.**
- (x) REF: 20190818 – 113 St Williams Way – rear flat roof extension and rear annex building – Members were concerned about the overall size of the extension and the annex building and felt they constituted over development of the site. **OBJECTION – overdevelopment of the site.**

Permission Granted

REF: BA/2019/0113/COND – variation of condition 3 BA/2017/0309/CU – to allow double mooring of vessels up to 6ft wide – Town Council application - **NOTED.**

ENFORCEMENT NOTICES – CONFIDENTIAL

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

DATES OF NEXT MEETINGS

Town Council	1 July 2019
Plans Committee	8 July 2019

The meeting closed at 9:15 pm

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Plans Committee meeting held on
8 July 2019 at 7.30pm**

- 1 Present:**
Mr J Fisher (Chairman)
Mr P Berry Mr F Bowe Mrs J Fisher Mr T Garner Mr S Snelling

Apologies: none

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 10 June 2019 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

REF: 20190830 – 95 Furze Road –in response to a question, and comments about the lack of space for the provision of guttering to the proposed extension and any possible extension to the neighbouring property, the agent confirmed that the modification to the plans included an increased gap between the proposed extension and the neighbouring property which would allow for any necessary guttering to the extension to be incorporated within the curtilage of the property. The ground floor extension of the neighbouring property had been built on the boundary which would not allow space for any future extension to be fitted with guttering within its curtilage.

5 PLANNING APPLICATIONS

- (i) REF: 20190872 - 9 Montrose Court – demolition of existing conservatory and erection of single storey flat roof extension - **NO OBJECTION in principal but would prefer to see a pitched roof.**
- (ii) REF: 20190882 – 214 Plumstead Rd East – single storey side and rear extension – concerns were raised about the impact of the 4m long rear extension on the amenity of the adjoining property, in particular the loss of light. **NO OBJECTION in principal to an extension to the property but concerns about the overall size and mass of the extension and its impact on the neighbouring property.**
- (iii) REF: 20190909 – 58 Gordon Ave – detached double garage - **NO OBJECTION.**
- (iv) REF: 20190349 – land at Griffin Lane – non-material amendment following grant of planning permission 20160423 – amended site water master plan and

- design code - **NO OBJECTION.**
- (v) REF: 20190350 – Pinebanks - non-material amendment following grant of planning permission 20160350 – amended site water master plan and design code - **NO OBJECTION, but note the impact of the proposal is an increase in the density of the development.**
 - (vi) REF: 20190830 – 95 Furze Road – two storey rear extension – it was noted that the neighbour had concerns about the gap between the proposed extension and their property and potential issues with any future extensions and associated guttering. Having regard to the comments of the agent it was agreed to raise **NO OBJECTION.**
 - (vii) REF: 20190952 – 213 Yarmouth Road, West Farm – change of use of agricultural barns to 4 no dwellings including demolition of portal frame barn and extension to north barn (barn 4) and erection of detached garage - **NO OBJECTION.**
 - (viii) REF: 20190993 – Thorpe St Andrew School – installation of new 2-classroom modular building adjacent to existing PACE building on north side of school - **NO OBJECTION.**
 - (ix) REF: 20190997 – 116 St Williams Way – sub division of plot and erection of new detached dwelling – members were reminded that they had raised concerns about overdevelopment of the plot when the application was first submitted. The application had been refused by the District Council, a decision upheld by the Inspector on appeal and an amended application now included a smaller building. Members felt the proposed dwelling was still too large for the plot and would have a negative impact on the amenity of the existing and proposed new dwelling. It was felt that the plot was not capable of accommodating a detached dwelling without compromising the amenity of the two dwellings and the only possible alternative was the provision of an annex to the main building. **OBJECTION – overdevelopment of the site and negative impact on the amenity of the existing and proposed dwelling.**
 - (x) REF: 20190989 – 23 South Avenue – dormer window extension with existing building - **NO OBJECTION.**

ENFORCEMENT NOTICES – CONFIDENTIAL

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

DATES OF NEXT MEETINGS

Town Council	5 August 2019
Plans Committee	12 August 2019

The meeting closed at 8:30 pm

Signed: Dated:

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 17 June 2019 at 7.30pm**

1 ELECTION OF CHAIRMAN

Two nominations were proposed and seconded and, on being put to the vote, it was **RESOLVED** that Miss S Lawn be elected Chairman of the Committee.

2 ELECTION OF VICE CHAIRMAN

RESOLVED that Mr Reeves be elected as Vice-Chairman.

3 Present:

Miss S Lawn (Chairman)
Mr F Bowe Mr I Mackie Mr L Reeves Mr S Snelling
Mr J Fisher and Mr J Ward arrived for item 4 onwards

Apologies: Mr J Emsell and Mr N Shaw

In attendance:

Dr T Foreman (Town Clerk) Mrs F Bass – (Deputy Clerk)
Mr D Sayer (Parks and Estates Manager) Mrs D Matthews (Committee Officer)

No members of the public were present.

The Committee congratulated Mr Emsell on the birth of his daughter and wished them all well.

4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Mr S Snelling	Item 8 - Dementia Café Magic Table – chairman of the Thorpe dementia team
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5 MINUTES

The minutes of the meeting held on 25 February 2019 were agreed and signed as a true record.

6 PUBLIC SESSION (limited to 3 minutes per speaker)

No public present.

7 TOWN WELCOME SIGN

Members reviewed a drawing of the preferred design of the Town sign previously considered by the Committee.

RESOLVED to proceed with the erection of the sign.

8 DEMENTIA CAFÉ MAGIC TABLE

Members considered details of the Tovertafel Magic Table and viewed a video demonstration of the device which projected games onto a table surface and enabled user interaction and stimulation. The Deputy Clerk explained that the device had been developed for use by dementia sufferers but could potentially have a number of other benefits including, for rehabilitation, motor dexterity, children's parties, nurseries etc. The package included a range of games, with new games available monthly, and up to four ceiling mounts which would enable it to be used at a number of locations and potentially be hired out to other interested organisations to help recoup the costs of the equipment. Members felt it would be useful to see a full live demonstration of the equipment at a meeting of the dementia café and were keen to hear from other users of the equipment. A question was raised as to whether the initial interest in the games would lessen after a period of time.

RESOLVED to arrange a demonstration of the Magic Table at the dementia café for further consideration at a future meeting of the Committee.

FUTURE AGENDA ITEMS

None raised.

The meeting closed at 7.25pm.

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Events and Media Committee
held on 24 June 2019 at 7.45pm**

1 ELECTION OF CHAIRMAN

It was proposed, seconded and

RESOLVED that Mr J Emsell be elected as Chairman.

2 ELECTION OF VICE CHAIRMAN

It was proposed, seconded and

RESOLVED that Miss S Lawn be elected as Vice-Chairman.

3 Present: Mr J Emsell (Chairman)

Ms L Dawson	Mrs J Fisher	Mr J Fisher	Fth James
Miss S Lawn	Mr L Reeves	Mr S Snelling	

Apologies: Mr G Lawton and Mr J Ward

In attendance:

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

It was **AGREED** to co-opt the following members to the committee subject to them confirming they wished to continue: Ms L Dawson, Ms A Day, Fth James, Mr G Lawton and Ms I Munday.

4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

5 MINUTES

The minutes of the meeting held on 25 March 2019 were agreed and signed as a true record subject to the name Lawes being changed to Lawton in the paragraph relating to the review of Christmas lights on the first page.

Christmas cards – it was noted there had not been a huge response to the invitation to submit photos for the Christmas card and it was **AGREED** to continue to see if any other Christmas themed / snow themed photos of the Town were available.

Canada Day celebration – Mr Emsell **AGREED** to clarify if any celebration would take place prior to the start of the next Town Council meeting.

Accounts update – it appeared that the net cost of the St George's Day event was likely to be in the region of £900 - £970 and it was **AGREED** to consider the updated accounts for the event at the next meeting.

Lord Mayor's Procession – this had been discussed with Zero Taxis who, despite being very interested and keen to be involved, were not sure at this stage how this

could be taken forward. No further action at the present time.

6 WEBSITE PHOTOGRAPHS PRESENTATION

Members viewed the photographs submitted so far and were generally happy with most subject to the following:

- Red flowers on the roundabout – change to a photo of blue flowers and greener grass
- Add a photo showing the Canadian flag
- Remove the summer gazebo picture
- Remove the snow scene with the boat and the river
- Replace the first snow / church photograph with one showing the whole of the church tower
- Remove the “cage” funfair picture and replace with a more subtle one
- Replace the Knights photo with a more active one
- Include a photo of Nannies Cakes and The Cottage
- Include photos of the parks / children’s play equipment

Mrs Bass **AGREED** to contact all members to see if they had any photos to add to the collection / replace those identified and to contact the restaurants to see if they had any promotional photographs of their venues to include.

Fth James **AGREED** to approach Mr George regarding some suitable photos. It was **AGREED** that subject to the above, there was no need to engage a professional photographer

7 CHRISTMAS EVENT DATE

The preferred date for this event was still the first Sunday in December but, having regard to the dates for Norwich City FC home games around the beginning of December and the potential for clashes it was **AGREED** that the only realistic option for this year’s Christmas event date was **24 November 2019**. Members were advised of initial discussions which had taken place with a supplier of a mobile staging unit which included large screens and sound, regarding the potential for use at the Christmas event and other events. The supplier was keen to work with the Council and to seek sponsorship (including the Made in Thorpe businesses) towards the cost of the staging and potentially cover any shortfall in costs for the initial event. Members **AGREED** it was worthwhile having further discussions with the supplier regarding the detailed proposal and the now agreed date.

DATE OF NEXT MEETING

To be confirmed.

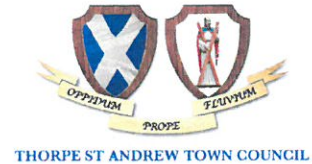
Agenda items to include: Fireworks, Christmas Lights Event, St George’s Day Accounts, Remembrance celebration, Christmas Cards, Website Update.

The meeting closed at 8:50pm

Signed:

Dated:

Thorpe St Andrew Town Council



Town Council : 5th August 2019

Plans Committee Terms of Reference

Agenda Item: 42

Reason for this Report

This report proposes a change to the terms of reference and title of the Plans Committee.

Background

The Town Council has taken a leading role within the community in championing environmental causes. Recently, the Town Council has banned single use plastics, encouraged wild flower planting at the Town Hall, and become a 'refill station' to encourage the use of re-useable water bottles.

Result

The Town Mayor has requested more work be undertaken to increase the amount of recycling undertaken and reduce the carbon footprint of the Town Council. The Town Council office has also received an increasing number of enquiries about our environmental policies and it is a topic championed by young people within the town.

It has therefore been suggested that the Plans Committee, which already looks at the impact on the environment of new developments and land usage in the town, should take a leading role in looking to monitor and improve the Councils environmental approach.

It has been requested that the Plans Committee be changed to the 'Planning and Environment Committee' and suggested that its terms of reference be as follows:

Plans Committee

1. Terms of Reference
 - a. To receive, consider and comment on all planning applications concerning the Town.
 - b. Aim to visit the sites of planning applications where appropriate
 - c. To notify the applicant of the date of the meeting when the application would be considered and also notify neighbours where appropriate.
 - d. To take into account any planning matters raised by members of the public.
 - e. To make recommendations to Broadland District Council, Norfolk County Council, the Broads Authority and neighbouring authorities.
 - f. To report all planning decisions to the Town Council
 - g. To monitor and consider policy issues in relation to, and to scrutinise the operation of, environmental services
 - h. To consider, manage, and oversee environmental projects or programmes
 - i. To take any other action needed to achieve the above objective.

2. Delegated Function
 - a. Where necessary in order to meet statutory limits a response would be delegated to the Clerk and Chairman.

- b. To commit to spend up to £6,000 on any one project or annual environmental contract without referral to the Town Council, with a limit of £6,000 at any one meeting.

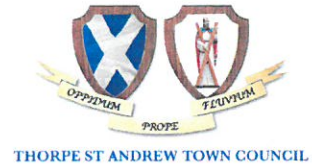
Legal Implications

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 future financial implications arising from this report.

Thorpe St Andrew Town Council



Town Council : 5th August 2019

Youth Council

Agenda Item: 43

Reason for this Report

This report outlines the progress achieved thus far in establishing a Youth Council.

Background

The Town Council has been consistent in its desire to establish a Youth Council, providing a voice for younger members of the community to offer views on topics which directly impact upon them. This has grown to include a small budget for an event to organise and ambitions for greater future involvement with the Town Council.

As a consequence, a number of meetings have now taken place between the Town Council and 'Team Six'. "Team Six" is the school Sixth Form Committee. It runs in a similar way to a University Student Union, or a College JCR, with sub-committees looking after different aspects of Sixth Form life.

Result

The meetings with the school have resulted in an invitation to attend a Year 12 assembly in October 2019. Prior to this, input from Councillors regarding the set-up of the Youth Council is required.

A presentation will be given to the Council highlighting the questions posed by 'Team Six' and provide evidence of best practice from elsewhere.

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 no current financial implications arising from this report.

