

THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL MEETING

Roxley Hall, Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0QF
Tel/Fax: (01603) 701048 Email: office@thorpestandrew-tc.gov.uk

31st May 2017

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Roxley Hall on 5th June 2017 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 15 **Attendance book and apologies for absence.**
- 16 **Declarations of interest in items on the agenda.**
- 17 **To confirm the minutes of the Town Council meeting held on 8th May 2017**
- 18 **Announcements (For information only)**
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 19 **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
- 20 **Finance**
 - (i) Payments List: Voucher numbers 67 to 182 totalling £62,158.79 – attached
- 21 **Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 15th May 2017
 - (ii) Finance and Staff Committee held 22nd May 2017
- 22 **Streetlighting Project**
- 23 **Parks and Estate Officer post**
- 24 **Consider a motion to close the meeting to press and public under the Public Bodies (Admission to Meetings) Act 1960 due to the disclosure of personal details**
- 25 **Review of Town Clerk pay and conditions**

Future Agenda Items. (Not for discussion)

Town Council meeting 3rd July 2017

Date of next Plans meeting 12th June 2017

Date of next Finance & Staff meeting 19th June 2017

Town Clerk – Thomas Foreman

Thorpe St Andrew Town Council, Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF

Tel: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

**Thorpe St Andrew Town Council
Minutes of the Annual Town Council meeting
held on 8 May 2017 at 8:00pm**

1 Present:

Mr I Mackie	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Emsell	Mrs T Mancini-Boyle
Mr D Sears	Mr S Snelling	Mr J Ward	Mr R Wooden

Apologies:

Mrs J Fisher	Mr J Fisher	Mr N Hancock	Miss S Lawn
Mr L Reeves	Mr R Robson	Mr N Shaw	

In attendance:

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

34 Members of the public

2 ELECTION OF TOWN MAYOR

It was proposed, seconded and

RESOLVED that Mr I Mackie be appointed as Town Mayor for 2017/18.

3 ELECTION OF DEPUTY TOWN MAYOR

It was proposed, seconded and

RESOLVED that Mr J Fisher be appointed as Deputy Town Mayor for 2017/18.

4 COMMITTEE TERMS OF REFERENCE AND MEMBERSHIPS

The Town Council considered the report of the Town Clerk regarding the terms of reference for the committees of the Town Council.

RESOLVED to approve the terms of reference of the committees and the delegated functions as set out in the report.

5 APPOINTMENT TO EXTERNAL BODIES - SAFER NEIGHBOURHOOD ACTION PANEL

It was proposed, seconded and

RESOLVED to appoint Mr N Shaw to the Safer Neighbourhood Action Panel.

6 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

7 MINUTES

The Minutes of the meeting held on 3 April 2017 were agreed and signed as a true record.

8 ANNOUNCEMENTS

The Town Mayor welcomed to the Council Mr S Snelling who had been elected to the Town Council at the by election on 4 May. He thanked all staff for their contribution towards the organisation of the St Georges day event and he made reference to the "Tour of the Broads" stop off at River Green and thanked the Cadets for their military organisational skills.

9 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 – this report was given as part of the Annual Public Town Meeting held earlier in the evening.
- (ii) Members noted the report of Cllr Ward - a copy of which had been circulated to Members.
- (iii) Cllr Mackie reported on the results of the County Council election on 4 May 2017.
- (iv) Public
 - A member of the public asked how frequently the Town Council's newsletter was produced and how it was delivered. She was advised it was biannual and was distributed by the postal system. She commented that she had never received a copy on Thorpe Island nor had a local business.
 - A member of the public questioned the accuracy of the Minutes of the last meeting in relation to the last bullet point of Minute 145 as they felt this did not reflect the whole discussion on the matter and was out of context. The Town Clerk commented that the minute reflected his recollection of the discussion and the Town Mayor commented that the Minutes had been approved by the Town Council as a correct record.
 - A member of the public commented that the Town Council was now doing work which was overdue at River Green due to a lack of action over some years by the Broads Authority. He explained that the byelaws relating to the control of the quay heading at River Green had been in place for a number of years and that the landlord should have deal with issues at the Island a long time ago.

10 FINANCE

- (i) Financial Statement – The Responsible Finance Officer presented the financial statement for consideration, highlighting the key areas of activity.

It was **RESOLVED** to approve the financial statement as submitted.

- (ii) Payments List – Voucher numbers 1 to 66 totalling £37,387.98 were approved

and signed.

11 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 10 April 2017 – noted.
- (ii) Finance and Staff – 19 April 2017 - noted

12 COMERCIAL MOORINGS AT RIVER GREEN

The Town Council considered the report of the Town Clerk regarding a proposal to extend the planned commercial mooring area at River Green. The Town Clerk outlined the proposal as set out in the report. The Town Council supported the proposal but agreed there was a need to establish conditions for the commercial mooring area such as the number of boats and that the Finance and Staff Committee should consider the conditions required in due course. With all members in agreement, it was

RESOLVED to support the request to extend the commercial mooring area at River Green subject to conditions to be agreed by the Finance and Staff Committee.

13 DONATION TO THORPE ST ANDREW TRUST

The Town Clerk reported on a request from the Thorpe St Andrew Trust for a donation towards their work on verge clearance, in particular, works to widen a public right of way. The estimated costs were £200.

RESOLVED that a donation of £200 be made to the Thorpe St Andrew Trust for works to clear verges/widen public rights of way, the donation to be made in accordance with Section 137.

14 CONFIRMATION OF ANNUAL ADMINISTRATION

The Town Council considered the report of the Town Clerk confirming the checks and administration which had taken place in accordance with standing orders.

RESOLVED that the report be noted and approved.

Future meeting dates:

Town Council	5 June 2017
Plans meeting	15 May 2017
Finance and Staff	22 May 2017

The meeting closed at 9:10pm

Signed:

Dated:

28th May 2017

Report from Councillor John Ward

Broadland District Council

At the Council's AGM on 11th May I handed over my Chairman's Chain of Office to Cllr David Ward, and Cllr Judy Leggett was confirmed as Vice Chairman. The Chairman's Charity for the year is Age UK Norfolk.

Staff in the Democratic Services Department have been working very hard in the run-up to the June 8th elections preparing and despatching approx 20,000 postal votes.

Economic Development staff have been working with Aylsham & District Team Ministry, Norfolk Museum Service, and various local groups to put together "12 Towers Festival" which will operate throughout June across West Broadland.

Norfolk County Council

At the Council's AGM on 15th May I had the honour and privilege of being elected Chairman of the Council. Cllr Margaret Stone was elected Vice Chairman. My theme for the year is Volunteering with Young People with the emphasis on Scouts, Guides & Cadets.

Cllr Jordan was again elected Leader of the Council with Cllr Alison Thomas as his Deputy.

The Leader stated that a move back to the Cabinet System from the present Committee system was needed as soon as possible but this could take 2 years under present legislation. He would be writing to the Secretary of State to request an immediate return to the Cabinet System.

"Together to the Workhouse Door" is a unique creative writing and music project inspired by the stories of Gressenhall Workhouse. There will be public performances on 7th & 8th June and local schools will be participating.

This year's Libraries Summer Reading Challenge is called Animal Agents and 150 volunteers aged 13-25 are being sought to assist Norfolk Library Service at our 47 libraries. Details at volunteercontact@norfolk.gov.uk

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
67	19/04/2017		Bank 1 Current Ac	creditcard	Deposit	Morrisons	E	20.00	0.00	20.00
68	19/04/2017		Bank 1 Current Ac	creditcard	Drinks	Morrisons	E	123.87	0.00	123.87
69	19/04/2017		Bank 1 Current Ac	creditcard	Stationery	Amazon/Colman	S	42.75	4.17	46.92
70	19/04/2017		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	301.48	60.27	361.75
71	19/04/2017		Bank 1 Current Ac	dd	Electricity - Roxley Hall	Opus Energy	L	102.63	5.14	107.77
72	19/04/2017		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	L	39.03	1.95	40.98
73	19/04/2017		Bank 1 Current Ac	dd	Electricity - floods/worksf	Opus Energy	L	59.40	2.97	62.37
74	28/04/2017		Bank 1 Deposit Ac	dds	Wheeled bins	Veolia	S	55.40	11.08	66.48
75	28/04/2017		Bank 1 Deposit Ac	dds	Wheeled bins	Veolia	S	55.40	11.08	66.48
76	19/04/2017		Bank 1 Current Ac	7484	Float	Cash	X	50.00	0.00	50.00
77	19/04/2017		Bank 1 Current Ac	dd	St Georges Day entertain	Ian Pyecroft - Black Knit	S	1,000.00	200.00	1,200.00
78	28/04/2017		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	101.06	20.22	121.28
79	28/04/2017		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
80	28/04/2017		Bank 1 Current Ac	dd	Tree plantation	Norse	S	58.38	11.68	70.06
81	28/04/2017		Bank 1 Current Ac	dd	Field Maintenance - Rec (Norse	S	544.86	108.97	653.83
82	28/04/2017		Bank 1 Current Ac	dd	St Williams Loke - prunin	Norse	S	7.17	1.43	8.60
83	28/04/2017		Bank 1 Current Ac	dd	Field Maintenance - Duss	Norse	S	496.10	99.22	595.32
84	28/04/2017		Bank 1 Current Ac	dd	Picnic area maintenance	Norse	S	41.61	8.32	49.93
85	28/04/2017		Bank 1 Current Ac	dd	Mowing contract	Norse	S	226.77	45.35	272.12
86	28/04/2017		Bank 1 Current Ac	dd	Hillside allotment maint	Norse	S	11.53	2.31	13.84
87	28/04/2017		Bank 1 Current Ac	dd	Roxley Hall grounds mair	Norse	S	26.20	5.24	31.44
88	28/04/2017		Bank 1 Current Ac	dd	Soccer marking	Norse	S	109.18	21.84	131.02
89	28/04/2017		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
90	28/04/2017		Bank 1 Current Ac	dd	Telephone - Office	Talk Talk	S	46.95	9.39	56.34
91	28/04/2017		Bank 1 Current Ac	dd	Telephone - Morse Pavili	Talk Talk	S	46.95	9.39	56.34
92	28/04/2017		Bank 1 Current Ac	dd	Telephone - Fitz Pavilion	Talk Talk	S	22.95	4.59	27.54
93	28/04/2017		Bank 1 Current Ac	dd	Bank charges	Lloyds Bank	X	37.68	0.00	37.68
94	30/04/2017		Bank 1 Current Ac	7485	Legal fees	Norfolk County Council	S	333.33	66.67	400.00
95	08/05/2017		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	2.00	0.40	2.40
96	08/05/2017		Bank 1 Current Ac	dd	Mobile - office	O2	S	28.89	5.78	34.67
97	08/05/2017		Bank 1 Current Ac	dd	Mobile telephones - Rec (O2	S	53.39	10.68	64.07
98	08/05/2017		Bank 1 Current Ac	7486	Straw	Mrs J Fenn - petty cash	E	15.00	0.00	15.00
99	08/05/2017		Bank 1 Current Ac	7486	Gift vouchers	Mrs J Fenn - petty cash	E	40.00	0.00	40.00
100	08/05/2017		Bank 1 Current Ac	7486	Goods	Mrs J Fenn - petty cash	S	33.00	4.99	37.99
101	08/05/2017		Bank 1 Current Ac	7487	Service equipment	Ben Burgess	S	161.76	32.35	194.11
102	08/05/2017		Bank 1 Current Ac	7487	Service equipment	Ben Burgess	S	114.65	22.93	137.58

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
103	08/05/2017		Bank 1 Current Ac	7487	Goods	Ben Burgess	S	37.00	7.40	44.40
104	08/05/2017		Bank 1 Current Ac	7488	Pest control	Burrell Pest control	E	55.00	0.00	55.00
105	08/05/2017		Bank 1 Current Ac	7488	Pest control	Burrell Pest control	E	55.00	0.00	55.00
106	08/05/2017		Bank 1 Current Ac	7489	Mileage	Mr J Calver	E	189.00	0.00	189.00
107	08/05/2017		Bank 1 Current Ac	7501	Paint	Crown Paints Ltd	S	36.93	7.39	44.32
108	08/05/2017		Bank 1 Current Ac	7491	Photocopying	Eastern Business System	S	26.25	5.25	31.50
109	08/05/2017		Bank 1 Current Ac	7492	Goods	Felthorpe Lawnmower	S	109.60	21.92	131.52
110	08/05/2017		Bank 1 Current Ac	7493	Toilet rolls	Mainman Supplies	S	93.75	18.75	112.50
111	08/05/2017		Bank 1 Current Ac	7494	Cleaning bus shelters	R Marmoy	E	100.00	0.00	100.00
112	08/05/2017		Bank 1 Current Ac	7495	First aid cover	St Johns Ambulance	S	115.00	23.00	138.00
113	08/05/2017		Bank 1 Current Ac	7496	Donkey rides	Scraby Centre donkeys	S	120.00	24.00	144.00
114	08/05/2017		Bank 1 Current Ac	7497	Plants	Taverham Nursery Cent	S	16.77	3.35	20.12
115	08/05/2017		Bank 1 Current Ac	7498	Advert in Thorpe Players	Thorpe Players	E	40.00	0.00	40.00
116	08/05/2017		Bank 1 Current Ac	7499	Cleaning - Fitz Pav	Town and Country Clear	E	360.00	0.00	360.00
117	08/05/2017		Bank 1 Current Ac	7499	Cleaning - Morse Pavilion	Town and Country Clear	E	680.00	0.00	680.00
118	08/05/2017		Bank 1 Current Ac	7499	Cleaning - Roxley Hall	Town and Country Clear	E	520.00	0.00	520.00
119	08/05/2017		Bank 1 Current Ac	7500	Insurance renewal	Zurich Municipal	S	11,231.85	262.31	11,494.16
120	22/05/2017		Bank 1 Current Ac	bcard	Software update	Microsoft	E	284.40	0.00	284.40
121	22/05/2017		Bank 1 Current Ac	bcard	Banners	Premier Print	E	96.00	0.00	96.00
122	22/05/2017		Bank 1 Current Ac	bcard	Stationery	Colman Print	S	4.65	0.92	5.57
123	22/05/2017		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	L	49.25	2.46	51.71
124	22/05/2017		Bank 1 Current Ac	dd	Electricity - floods/workst	Opus Energy	L	29.97	1.50	31.47
125	22/05/2017		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	227.58	45.52	273.10
126	22/05/2017		Bank 1 Current Ac	dd	Electricity - Roxley Hall	Opus Energy	L	75.37	3.77	79.14
127	22/05/2017		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	133.75	26.75	160.50
128	22/05/2017		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
129										
130										
131										
132										
133										
134										
135										
136										
137										
138										
139										
140										
141										

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
142										
143										
144										
145	23/05/2017		Bank 1 Current Ac	dd	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
146	23/05/2017		Bank 1 Current Ac	7502	Keys	Mr I Cook	E	29.50	0.00	29.50
147	23/05/2017		Bank 1 Current Ac	7503	Fitzmaurice building work	DSG	S	17,494.50	3,498.90	20,993.40
148	23/05/2017		Bank 1 Current Ac	7503	plumbing repairs	DSG	S	135.00	27.00	162.00
149	23/05/2017		Bank 1 Current Ac	7504	Legal fees - River Green	Nicholas Hancox	S	1,062.00	211.20	1,273.20
150	23/05/2017		Bank 1 Current Ac	7505	Legal fees Bylaws	Norfolk County Council	S	33.60	6.72	40.32
151	23/05/2017		Bank 1 Current Ac	7506	Training course JC	Playsafety Ltd	S	615.00	84.00	699.00
152	23/05/2017		Bank 1 Current Ac	7507	Litter/dog bins Duss Park	Scooper Dooper	E	312.00	0.00	312.00
153	23/05/2017		Bank 1 Current Ac	7507	Litter/dog bins - Rec Grn	Scooper Dooper	E	244.83	0.00	244.83
154	23/05/2017		Bank 1 Current Ac	7507	Litter/dog bins - River Gr	Scooper Dooper	E	162.48	0.00	162.48
155	23/05/2017		Bank 1 Current Ac	7508	Streetlight-energy charge	Total Gas & Power	S	1,384.01	276.78	1,660.79
156	23/05/2017		Bank 1 Current Ac	7509	Recycling credits	URM UK	S	7.50	1.50	9.00
157	23/05/2017		Bank 1 Current Ac	7510	LCAS renewal	Zurich Management	S	95.00	19.00	114.00
158										
159										
160										
161										
162										
163										
164										
165										
166										
167										
168										
169										
170										
171										
172										
173										
174										
175										
176										
177										
178										
179										
180										

**Thorpe St Andrew Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
181										
182										
PAYMENT LIST										
Salaries		vouchers 158- 166		May		£9291.96				
HMRC		vouchers 167-182		Tax and NIC		£2752.08				
Norfolk Pension Fund		vouchers 129-144		Employer/employee payments		£3252.46				
Total								56,653.89	5,504.90	62,158.79

**Thorpe St Andrew Town Council
Minutes of the Plans Committee meeting held on
15 May 2017 at 7.30pm**

1 ELECTION OF CHAIRMAN

It was proposed, seconded and

RESOLVED that Mr Fisher be appointed Chairman for the 2017/18 municipal year.

2 ELECTION OF VICE CHAIRMAN

It was proposed, seconded and

RESOLVED that Mr P Berry be appointed Vice Chairman for the 2017/18 municipal year.

3 Present:

Mr J Fisher (Chairman)
Mr P Berry Mr F Bowe Mr D Sears Mr S Snelling

Apologies:

Mr R Robson Mr N Hancock

In attendance:

Mr T Foreman (Town Clerk) Mrs D Matthews (Committee Officer)

There were no members of the public present.

4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

5 MINUTES

The Minutes of the meeting held on 10 April 2017 were agreed and signed as a true record.

6 PLANNING ITEMS RAISED BY RESIDENTS

No residents were present to raise any items.

7 PLANNING APPLICATIONS

- (i) REF: 20170506 – 8 Boulderside Close – first floor extension to dwelling above existing garage - Mr Fisher commented that this was a large site and the proposal would have no real impact. **NO OBJECTION.**
- (ii) REF: 20170519 – 17 Eastern Close – single storey rear extension and new loft conversion with dormer to rear– Mr Berry commented that there were no objections from any neighbours but the occupants at the rear of the property could be affected by the dormer window particularly as it was full height. This did not meet the District Council’s design guide for dormers which encouraged

that the dormer window did not meet the design guide and the full-length dormer proposed could cause overlooking.

- (iii) REF: 20170520 – 9 Broom Avenue – rear extension – Mr Berry reported that the applicants intended to erect a new boundary fence with the neighbouring property which had overcome concerns from that neighbour about potential difficulties accessing the boundary for repairs/replacement of the fence because of the close proximity to the boundary. **NO OBJECTION.**
- (iv) REF: 20170552 – 30 Primrose Crescent – single storey extension to front and side - Mr Fisher raised no concerns about this proposal. **NO OBJECTION.**
- (v) REF: 20170572 – 3 St Catherine’s Road – first floor extension above garage/store - Mr Bowe stated there were no concerns with this proposal, no overlooking and no neighbour objections. **NO OBJECTION.**
- (vi) REF: 20170595 – 48 Charles Avenue – two storey side and rear extension – Mr Berry commented that the proposed extension was quite large and was close to the adjoining property. There were concerns about the proposal which included an open space beneath the second storey element but that they were not sufficient to object. **NO OBJECTION.**
- (vii) REF: 20170619 – 3 Highs Corner – two storey detached dwelling. Mr Sears reported that this was a small, compact site, with satisfactory access arrangements, allowing cars to access and exit the site in a forward direction. **NO OBJECTION.**
- (viii) REF: 20170624 – 10 St Catherine’s Road - single storey rear extension – Mr Bowe reported no objections from neighbours. **NO OBJECTION**
- (ix) REF: 20170650 – Oak Cottage, 113 Yarmouth Road – demolition of existing car port and construction of new single storey dwelling with associated access drive and turning – Mr Fisher reported that permission had some time back been granted for a dwelling on this site which had been designed to cope with the constraints of the site caused by changes in site levels and the presence of many trees. The site was also in a conservation area. The costs of construction had proved too high and a revised application had been made for the current proposal which did not include any details about how the constraints of the site would be dealt with and would involve felling several trees. The proposal was a timber frame prefabricated dwelling which, in another location, would have been acceptable but was not in keeping with the adjoining property in the conservation area which was of flint construction. Having regard to the lack of detail about how the constraints of the site would be dealt with and the fact that the proposal was not in keeping with other properties in the locality, it was agreed to raise an objection to the proposal. **OBJECTION**

Consideration of the application relating to 16a and b Harvey Lane, for which the member concerned had received information, would be considered at the next meeting.

PERMISSIONS GRANTED BY BROADS AUTHORITY

- (x) REF: BA/2017/0082/LBC – Rushcutters, 46 Yarmouth Road - replacement of quay. **NO OBJECTION**

- (xi) REF: BA/2017/0081/FULL – Rushcutters, 46Yarmouth Road - replacement of quay. **NO OBJECTION**

APPEALS

REF: APP/K2610/D/3170528 - 42 Plumstead Road – Appeal lodged – **NOTED**.

REF: APP/E9505/W/16/3164553 – Land at Griffin Lane – Appeal dismissed – **NOTED**. The Clerk undertook to circulate details of the appeal decision to Members for information.

REVISED PLANS

REF: 20170334 – 17 Fiennes Rd – revised plans – **NO OBJECTION**

8 NEW PROCESS FOR PLANING APPLICATIONS

The Clerk reported on proposals by the District Council to now only consult parish/town councils electronically on planning applications. The District Council had started this practice two years ago at which time the Town Council had opted to continue to receive paper consultations via post. This facility would no longer be available. In the event of a complex application being received, the Clerk confirmed that a paper copy of the plans could be made available. Member supported the move but commented that the only issues which might arise were the large size of some documents and the lack of paper plans to share with neighbours who had not had the opportunity to see the plans. It was noted that plans could be downloaded prior to a site inspection by the relevant Town Councillor and viewed on a tablet/iPad. It was noted that the process adopted by the Town Council for responding to planning consultations by visiting every site and meeting neighbours was very good one. It was also noted that documents relating to planning applications could also be downloaded from the Town Council’s web site and would be more compressed. The new process would involve sending an email to the relevant Member which would include the consultation letter from the District Council together with a link to the plans.

ENFORCEMENT NOTICES – CONFIDENTIAL

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

DATE OF NEXT MEETINGS

5 June 2017	Town Council
12 June 2017	Plans Committee

The meeting closed at 8:35pm

Signed:

Dated:

Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 22 May 2017 at 7.30pm

1 ELECTION OF CHAIRMAN

It was proposed, seconded and

RESOLVED that Miss S Lawn be appointed as Chairman for the 2017/18 municipal year.

2 ELECTION OF VICE-CHAIRMAN

It was proposed, seconded and

RESOLVED that Mr Mackie be appointed as Vice-Chairman for the 2017/18 municipal year.

3 Present:

Miss S Lawn (Chairman)

Mr F Bowe

Mr J Emsell

Mr I Mackie

Mrs T Mancini-Boyle

Mr L Reeves

Mr J Ward

Apologies: none

In attendance:

Mr T Foreman
(Town Clerk)

Ms J Fenn (Deputy Clerk and
Responsible Financial Officer)

Mrs D Matthews
(Committee Officer)

4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member/Officer	Minute No & Heading	Nature of Interest
Town Clerk	11 Review of Town Clerk Pay and Conditions	Pecuniary - Left the meeting for this item

5 MINUTES

The Minutes of the meeting held on 19 April 2017 were agreed and signed as a true record.

6 PUBLIC SESSION (limited to 3 minutes per speaker)

No members of the public were present.

7 EARMARKING FUNDS (2016/17)

The Deputy Clerk and Responsible Financial Officer explained that a sum of approximately £90k remained in the general fund, carried forward as underspends from last year. It included some sums which needed to be ring fenced for particular projects/costs as follows:

- £35k for the Fitzmaurice loan;
- £4k for ongoing election costs;
- £9k from the sale of the tractor – earmarked for the parks project;
- £17k from salaries – earmarked for potential additional staffing costs.

The Committee then considered the note handed round by the Town Clerk which set out 4 areas of activity/spending which had been identified by the Town Council as potential projects needing funding this year which totalled approximately £19,153.

Roxley Hall – outdoor scheme

With the aid of a diagram, the Town Clerk outlined proposals for the enhancement of the area adjoining the carpark at Roxley Hall costing approximately £2,235. The aim was to complete the works to coincide with the opening of the café on 1 July. It was noted that the area would include bench seating, a path suitable for wheelchair access, wheelchair height planters to be filled with aromatic plants and a degree of levelling of the area. Members **agreed** to the allocation of funds of £2,235 for the Roxley Hall outdoor scheme as set out in the note prepared by the Town Clerk.

River Green Enforcement Costs

The Town Clerk explained the proposals to facilitate enforcement work at River Green which included, staff training for 5 members of staff, crewsaver jackets (6), signage, stationary and legal costs, all totalling £7,188. The proposals would enable enforcement work at other locations (parks and on-street) in addition to River Green and could include dog fouling (with a possible delegation of powers from the District Council) and litter enforcement. Members **agreed** to the allocation of funds of £7,188 for River Green enforcement costs as set out in the note prepared by the Town Clerk.

Roxley Curtains

The Town Clerk reported on quotations received for the supply and fitting of curtains at Roxley Hall and demonstrated a sample obtained by the Thorpe Players and the current TSA flag to compare the colours. The preferred quotation was for £1,618 plus VAT and it was hoped the work could be undertaken within a month. The material was fireproof and the quotation received included supply and fitting. In response to concern expressed about potential damage to the curtains by users, the Town Clerk reported that the Thorpe Players would be aware of their responsibility for any damage caused to the curtains in the same way as other facilities at the Hall following the change of ownership. Most Members expressed a preference for the colour of the sample obtained by Thorpe Players to that of the colour of the flag. Members **agreed** to the allocation of funds of £2,300 inc vat for replacement curtains at Roxley Hall as

set out in the note prepared by the Town Clerk.

River Green Memorial

The Town Clerk reported on proposals for the River Green Memorial which included two flagpoles, flags, the World War I stone and the Diana memorial stone, totalling approximately £7,430 inc vat. Members felt that one flag pole would suffice and noted that planning permission would be needed for the erection of the flag pole and this would take approximately 8 weeks to obtain. With regard to the costs of the two commemorative stones, Members considered the stonemasons quotations set out in the report of the Town Clerk (Agenda/Minute no 8 refers).

Diana Memorial – The current memorial stone had started to sink into the ground and quotations had been sought for the removal, cleaning and replacing of the stone and also for the provision and installation of a new memorial stone. Members favoured the provision of a new memorial stone rather than refurbishment of the existing and preferred the design submitted by Supplier A. It was **agreed** that the preferred quotation was that submitted by Supplier A for the provision of a new memorial for the sum of £650 plus vat.

River Green Memorial Stone - The Town Clerk displayed drawings from the stonemasons of their proposals for a new stone. Members **agreed** their preference was for the design submitted by Supplier A in the sum of £3,900 plus vat which included a red brick base, granite plinth and round granite sphere. The base would include space for the laying of wreaths etc. and could include sunken pebbles in its surface. The memorial would be installed on a raised mound and would include planting around its base. Several ideas for planting were put forward including, poppies, forget-me-nots, red/white/blue flowers to create all year-round interest. It was also suggested that provision of seating be included in the area around the memorial stone. The exact wording for the sphere still needed to be finalised and Members were invited to have regard to the positive theme being encouraged by the Royal British Legion in commemorating World War I, recognising the contribution made by all involved and celebrating the living.

Members **agreed** to the allocation of funds of £7,430 inc vat, less the cost of one flag pole, for the River Green Memorial as set out in the note prepared by the Town Clerk.

8 STONEMASON QUOTATIONS (DIANA AND REMEMBRANCE GARDENS)

(See Minute 7 Above)

9 CURRENT STAFFING REVIEW

The Town Clerk reported on future staffing needs having regard to potential forthcoming retirements, the need to continue to offer a 5 day a week staffed office and the need to respond to increasing calls for weekend attendance by staff at areas such as River Green, the parks and community halls. To this end it was being

proposed that an additional post be created to support the Parks and Estates team for 4 hours per day on Friday, Saturday, Sunday and Monday plus on-call duty as required. A detailed job description would need to be drawn up and, in addition to enforcement work, would include other parks and estates maintenance work and litter picking etc. some of which was not currently being undertaken because of staff shortages. The Chairman explained that existing staff were currently endeavouring to provide the cover required but the matter now needed to be formalised to avoid any undue stress on existing resources, particularly with the onset of the busier summer months. The cost of the additional member of staff would initially be met by underspend on salaries carried forward from last year, and that provision would be made for this in future budgets.

10 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 personal details.

11 REVIEW OF TOWN CLERK PAY AND CONDITIONS

The Town Clerk left the meeting for consideration of this item.

The Chairman reported that she and the Town Mayor had recently undertaken the annual appraisal of the Town Clerk and they were both of the opinion that a review of the pay and conditions of the Clerk was necessary having regard to the level of work now being undertaken. This included major projects such as River Green, the neighbourhood plan, work on the Fitzmaurice Pavilion and Roxley Hall and the Pinebanks and Brooke Farm developments. Much work had also been done to enhance the way in which the existing staff worked and the overall Strategy of the Council had been refocussed. With a view to the need to attract, reward and retain suitable staff, the review was seen as a priority. Comparisons had been made with similar local Town/Parish Councils and there was a need to enhance the pay of the Town Clerk to bring this more in line with other Councils and to reflect the nature of the work currently being undertaken. Members supported a revised salary. They also agreed that the period of notice to be given by the Town Clerk be increased to 6 months. The Deputy Clerk undertook to clarify which grade the new salary equated to. Members expressed their appreciation to the Town Clerk for the work he was doing.

RESOLVED to recommend to the Town Council that the salary of the Town Clerk be increased and that the period of notice required for the post be extended to 6 months.

The Town Clerk was invited back to the meeting.

FUTURE AGENDA ITEMS

Refurbishment of the Telephone Box

DATE OF NEXT MEETINGS

Finance and Staff	19 June 2017
-------------------	--------------

The meeting closed at 8:35.

Signed:

Dated:

DAFT

Confidential appendix to the Minutes of the Finance and Staff Committee meeting held on 22 May 2017 due to the disclosure of personal details.

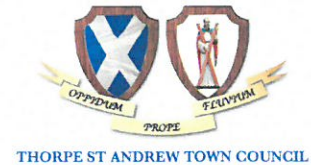
11 REVIEW OF TOWN CLERK PAY AND CONDITIONS

The Town Clerk left the meeting for consideration of this item.

The Chairman reported that she and the Town Mayor had recently undertaken the annual appraisal of the Town Clerk and they were both of the opinion that a review of the pay and conditions of the Clerk was necessary having regard to the level of work now being undertaken. This included major projects such as River Green, the neighbourhood plan, work on the Fitzmaurice Pavilion and Roxley Hall and the Pinebanks and Brooke Farm developments. Much work had also been done to enhance the way in which the existing staff worked and the overall Strategy of the Council had been refocussed. With a view to the need to attract, reward and retain suitable staff, the review was seen as a priority. Comparisons had been made with similar local Town/Parish Councils and there was a need to enhance the pay of the Town Clerk to bring this more in line with other Councils and to reflect the nature of the work currently being undertaken. Members supported a revised salary of £40,000 per annum. They also agreed that the period of notice to be given by the Town Clerk be increased to 6 months. The Deputy Clerk undertook to clarify which grade the new salary equated to.

RESOLVED to recommend to the Town Council that the salary of the Town Clerk be increased to £40,000 and that the period of notice required for this post be extended to 6 months.

Thorpe St Andrew Town Council



Town Council : 5th June 2017

Streetlighting Project

Agenda Item: 22

Reason for this Report

This report presents the three quotations sought for the installation of footway lighting along Yarmouth road at River Green.

Background

The existing flower poles have been in place for more than 40 years. Due to their operational life span coming to an end, the Finance and Staff Committee requested quotations be sought for footway lighting.

The following specification was required:

The area for the lights to be installed is approx. 230m in length running from the public conveniences next to the Rushcutters public house to the River Green steps opposite The St Andrews Church.

The footway light posts are to be 4m tall in a Victorian style, constructed of galvanised steel and painted black.

The lights will be traditional Victorian style LED lanterns. The posts will need to be connected to the mains through a new UK Power connection.

New columns to include:

- External 16A Commando socket with supply controlled 13v digital timeclock
- Catenary wire between each to support festoon lighting

There are 3M tall white flower poles currently in place to the side of the pavement which will need to be removed and disposed of.

The appointed contractor will be responsible for all the above works, including the UK Power connections.

The number of posts required for this work is to be determined and outlined by the contractor in a method statement. The light should be a continuous spread without pooling.

In their quotation, contractors are asked to outline the following:

- The number, brand and type of post and lantern being used (to include a lighting analysis to demonstrate sufficient lighting being emitted)
- The type of timeclock being proposed
- The method of connection for each post to the UK Power network
- Total cost for the total installation (inc. connection) as required

Result

Three contractors have provided quotations as follows:

Contractor	Number of Columns	Cost
A	22	£46,855 + VAT
B	6	£25,174.38 + VAT
C	10	£25,174.38 + VAT

The preferred contractor of the Finance and Staffing Committee is Contractor A.

Advice

The Finance and Staff Committee have recommended these footway lights be funded through a loan from the PWLB, with the loan serviced through the Streetlight Maintenance budget line.

The Town Council are requested to:

- Decide whether to support the proposal
- Select a contractor
- Approve the price
- Request a loan be sought from the PWLB for the total project cost
- Designate the servicing of the loan to come from the Streetlight Maintenance budget

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 significant financial implications arising from this report.

.....
Re: Thorpe St Andrew Town Council, River Green, Yarmouth Road New Festive/Street Lighting

Attention of :- Thomas,

Further to our recent survey, we now have pleasure in providing our estimate as follows;

**INSTALLATION OF 22 X 4M VICTORIAN STREET LIGHTS ON THE RIVER GREEN FOOTPATH,
THORPE ST ANDREW:-**

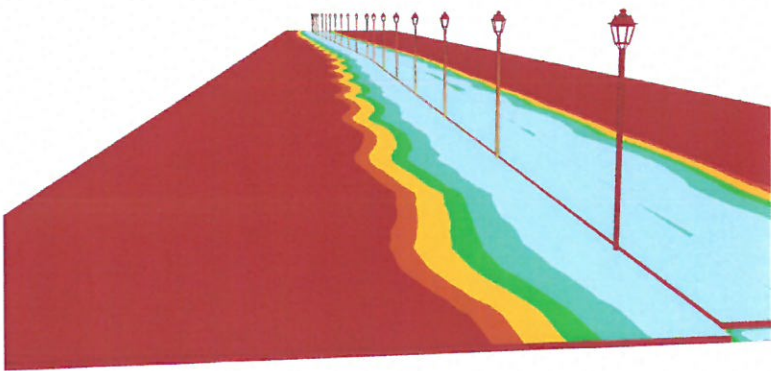
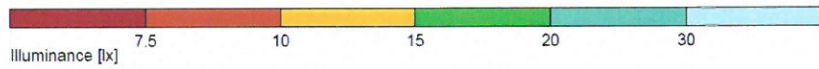
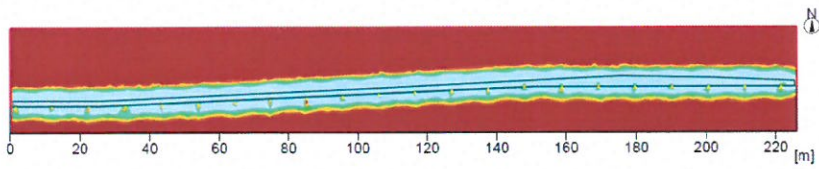
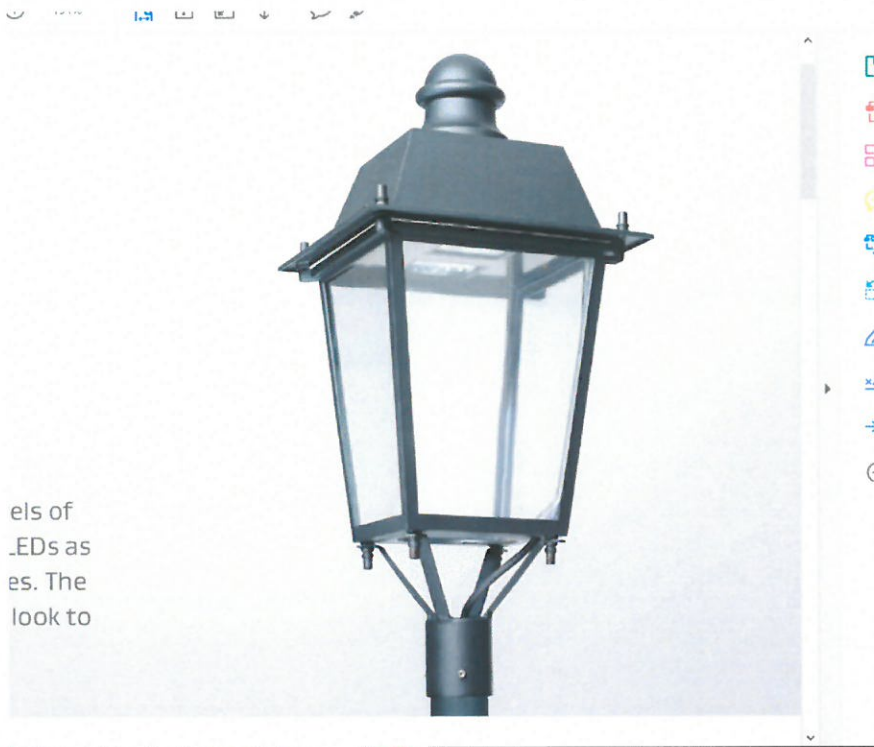
- 1)Supply and install 22 x 4M Galvanised steel columns and paint all columns black once completed.
- 2)Supply and install 22 x Kingfisher Villa LED Lanterns onto each column and fit a L1 Isolater and 6A Fused Cut-out and connect up in each column.
- 3)Install 22 x UK Power network un-metered supplies into all columns underground.
- 4)Supply and install 22 x 16A 230V Commando sockets at top of each column ready for a Xmas display and fit 22 x RCBO D/P Digital timeclock cut-outs in each column.
- 5)Supply and install 4mm support wire overhead fixed to a 4mm support wire attached between each column position.
- 6)Remove and dispose of all old white 3M Poles and support wires.

LABOUR AND MATERIALS TOTAL = £43,984.00 + VAT

This quotation is valid for 30 days and VAT will be added at current rate at date of invoice. All costs listed within tender are net. If you require any further information concerning the above then please do not hesitate to contact me personally assuring you of our closest attention at all times.

Plus £2,860.00 + vat

Total £46,855 + VAT



QUOTATION: FOOTWAY LIGHTING

Please find attached and below our lighting calculation for the proposed footway lighting for Thorpe St Andrew Town Council. This uses heritage Abbey lantern with 16LEDs at 500ma (25w), mounted on a 4m column. We have illuminated the footpath to P4 lighting class, this gives a 40m spacing between columns (assuming a 2m wide footpath).

For interest, if the footway was illuminated to meet a P5 lighting class, then the same Abbey lantern with 16LEDs can be used but run at 350ma (18w). This would achieve a column spacing of 41m (assuming a 2m wide footpath).

We have had to get the proposed lighting columns designed in order to accept the loadings from the catenary festoon lighting as requested in your tender document/original email.

As no specific specification was given, we have completed a spacing calculation to a P4 lighting class which provides a 40 metre column spacing. The Blenheim columns have been designed to accept the following loading;

-A maximum span of 25m and the catenary in a straight line with either 1 or 2 cables per column (if 2 then cables at 180 degrees),

-60mm diameter globes will be spaced around 450mm apart

-The total weight of the catenary is 200g/m (and support cable if required)

Please find below our quotation for these works:-

To Supply & Install:-

6no. 4mtr Blenheim decorative column with a 16amp commando socket attached

6no. Urbis Schreder "Abbey" (16 LED) lantern complete with mini PEC

To include: Cable, wiring, earthing & bonding to BS 7671:2008

6no. UKPN connections: New UMC service (footway) (CU-UNN010-ES)

UK Power Networks Operations Ltd

UKPN prices are quoted from their published pricing schedule (Guidance notes for NWRP), UKPN reserves the right to review and change the UMC prices at any time. As such T T Jones Electrical Ltd reserves the right to pass on to the customer any additional cost levied against us by UKPN in the course of the above works.

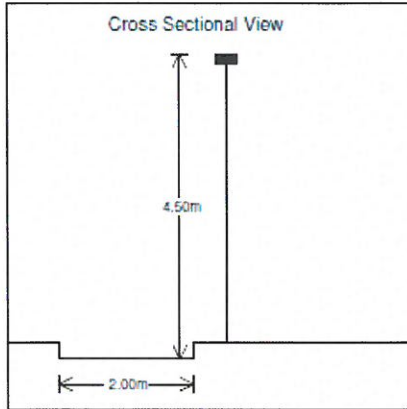
To include installation of catenary wire as requested

To remove 13no. 3m white flower poles

TOTAL: £25,174.38 + VAT

Roadway Report Summary

Layout



Road Data

Calculation Grid	BS5489 2013 Illuminance
Width (m)	2.00
No. of Lanes	1
Road Surface	C2
CO	0.07
Left Footpath(m)	0.00
Right Footpath(m)	0.00

Main Lighting



Column Data

Configuration	Single Sided Right
Spacing (m)	40.00
Height (m)	4.50
Tilt (deg)	0.00
Setback (m)	0.50
Outreach (m)	0.00
Overhang (m)	-0.50

Luminaire Data

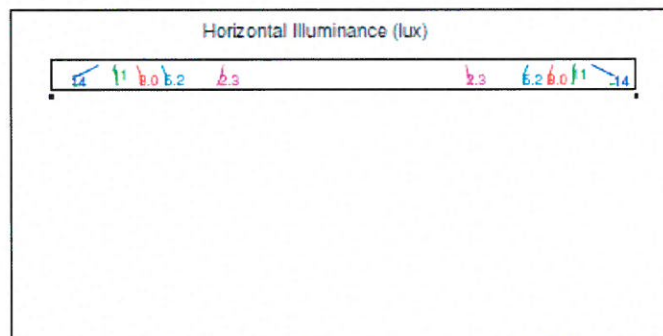
Supplier	Utitec
Type	Abbey Large/5098/Clear P/16LED 500mA NW 29L F802
Lamp(s)	16LED 500mA NW
Lamp Flux (klm)	3.40
File Name	Abbey Large, Clear P, 5098, 16LED 500mA NW, 29, L F802, 33250217, Jdr
Maintenance Factor	0.84
Lum. Int. Class	G2
Lamp S/P Ratio	1.50

Results

Main

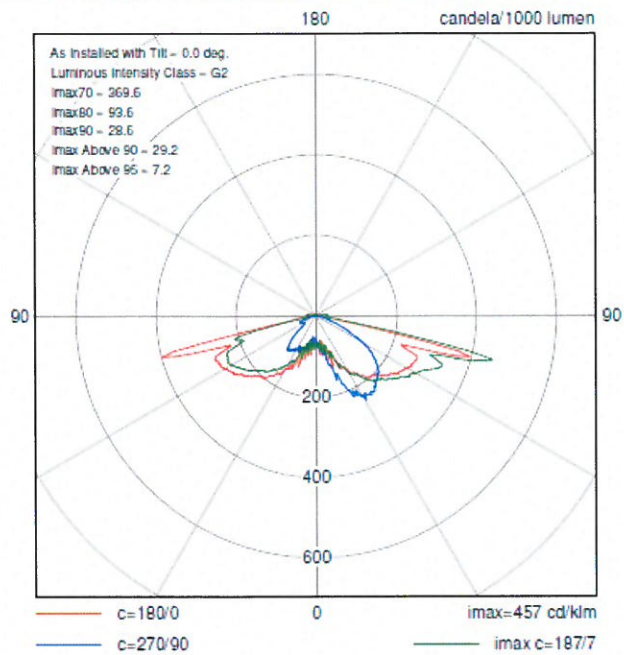
Complies with P4*
With S/P ratio = 1.50

Eav	5.43
Emin	0.88
Emax	17.98
Emin/Emax	0.05
Emin/Eav	0.16



Polar Diagram

Main Luminaire Abbey Large/5098/Clear P./16LED 500mA NW 29/LF#02



Re- Proposed Victorian foot path lighting

Further to your recent enquiry, I am pleased to provide you with our quotation to carry out the following works:

Site/Job specific Important Notes

Site Lay out

Please note the following quotation is based upon 10No columns approximately spaced 20m apart which we feel is the maximum spacing to allow the catenary wire to be installed between them without impeding on the maximum height from ground level (this needs to be confirmed on site if the principal cost is agreed)

D W Winsor lanterns

Our costs have been based on these lanterns and D W Winsor have noted that these columns could be spaced up to 30m apart but we have only allowed 20m because of the catenary span, dependant on site this may have to be reduced further to achieve height clearances which would mean additional column requirements to our quotation

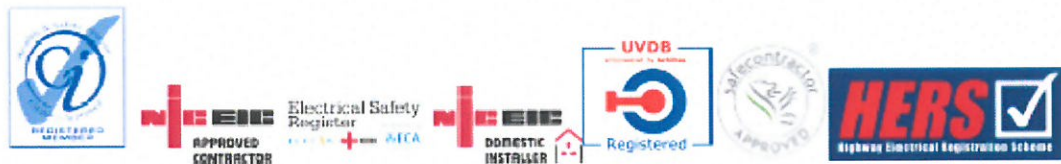
Catenary Wire

We have allowed a 4mm steel wire rope as we have no details on the actual festoon to be used this would require checking before installation

Ukpn Works.

Due to the timescale and the uncertainty of the amounts required on site I have had to use ukpns budget costs which would require confirmation once the project and column amounts are agreed. This assumes there is a usable ukpn main running down the path within 2m of each proposed column and our budget cost is based on this assumption

1 of 3



Section 1- 4m Black column, Victoria 16Led lantern, embellishment kit and sockets

Supply and install 10No 4m galvanised tubular steel columns painted to R9005 (black), based embellishment kit, ladder bar, fitted with post top 16 Led 4k 350ma Windsor Street Victorian lantern in black, standard 35 Lux mini photo cell, Charles Endirect L3 isolator complete with 2 fuses, Digital 24-hour time clock controlling 1No 16 amp commando style socket column mounted at high level, 4mm stainless steel wire rope and fitments between each of the columns.

Test and Commission

Supply and install Section 1 for the sum of: £14,569.30 plus Vat at the current rate (£1,456.93 plus Vat per column)

In addition to the above

Section 2 UKPN Service-(Budget Costs) See Notes

UKPN works based upon their coded budget cost CU_UNN010-ES (new service in foot way including up to 2m trench and permanent re-instatement, connection to customer tails)

Supply and install Section 2 for the sum of: £11,000.00 plus Vat at the current rate (£1,100.00 plus Vat per column)

Total costs of works including section 1 & 2 = £25,569.30 Plus Vat at the current rate.

Important Notes

G39 Clearances

Please note we have assumed all your units have the correct G39 clearance if this is not the case these would have to be quoted separately. (Please note if these are within G39 restrictions no contractor can work on these without a shutdown)

Operatives/company

Please note all our operatives are Hers registered as well as the company and this should be a minimum requirement to work on any highway equipment.

Delivery Times

Materials are estimated at 7-9 weeks from issuing the purchase order. To ensure that the materials are ready for your call off we would like to order the materials on receipt of the order for works. **These would then be invoiced upon delivery to us and can either be stored by us or delivered to site whichever is preferred**

General notes

The above prices are valid for 30 days and fixed for 6 months, should the site not be completed in this time period we reserve the right to make an additional charge.

The above rates are based on our payment terms of 14 day from date of invoice, should there be an issue with a payment we need to be notified within 5 days of invoice date as to the query so it can be rectified to allow payment on the 14 day deadline, any late payments which we feel do not have a justifiable reason may attract an additional interest charge.

2 of 2

No allowance has been included for any light shields, if required these would be an additional cost

No allowance has been made for any traffic management, trenching, re-instatement, hard dig, and breaking out, private network cabling or working outside our normal working hours (8.30am to 4.00pm Mon to Fri). Should any of these be required we reserve the right to make an additional charge.

We would request that prior to us attending site you arrange for the positions of services within the footpaths to be marked, and a check carried out to ensure there is sufficient room for the columns to be installed where required. Should any damage occur to services where insufficient room has been left or services are found at incorrect depths Pearce and Kemp Ltd will not accept charges for repairs to said services.

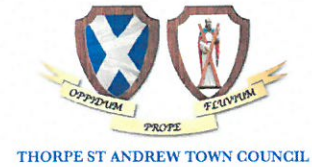
Our operatives will be requesting to view services plans and request that you provide a digging permit prior to carrying out excavations

I trust the above is satisfactory for your requirements however please do not hesitate to contact me with any queries you may have.

Please note our quotation is based upon the works being carried out during normal working hours

No allowance has been made for any main utility service costs in our quotation

Thorpe St Andrew Town Council



Town Council : 5th June 2017

Parks and Estate Officer post

Agenda Item: 23

Reason for this Report

This report has been prepared for the Town Council to consider the recommendation from the Finance and Staff to appoint a new Parks and Estates Officer

Result

The new Parks and estate Officer post has been developed to meet the increasing demand on the Parks and Estates team. Days of work will be Friday, Saturday, Sunday and Monday to provide the Town Council with a 7 day per week service.

See attached Job Description and Person Specification.

Advice will be offered on the evening for this item.

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 significant financial implications arising from this report.

Job Title:	Parks and Estate Officer		
Location:	Thorpe St Andrew Town Council		
Level/Salary Range:	£17,000 (pro rata) + LGPS Pension	Position Type:	20 hours per week (Fri, Sat, Sun, Mon)
Applications Accepted By:			
E-MAIL: Thomas.Foreman@thorpestandrew-tc.gov.uk Attention: Mr T Foreman		MAIL: Mr T Foreman Roxley Hall Yarmouth Road Thorpe St Andrew NR7 0QF	
Job Description			
ROLE AND RESPONSIBILITIES			
Under general direction from their line manager, maintain and supervise the day-to-day operational running of council recreational parks and sporting facilities.			
<ol style="list-style-type: none"> 1. Provide a highly visible service to assist with queries and issues arising from use of Town Council buildings 2. Undertake routine grounds and building maintenance work 3. Marking out and setting up of sports pitches and amenity playing surfaces. Look after the surrounding areas and carry out general duties 4. Safely operate equipment and machinery used in grounds maintenance 5. Drive and maintain vehicles and equipment as required 6. Inform line manager or where appropriate, take corrective action on mechanical defects or breakdown of equipment 7. Ensure the safe use, storage and disposal of herbicides and other similar substances 8. Promote the Health and Safety of self and others. Respond to emergencies 9. Maintain a highly visible public presence on Town Council sites and deal with enquires in a timely and positive manner 10. Monitor and document the usage of Town Council facilities. 11. Monitor, record and promote responsible park and mooring usage, issuing enforcement through any bye-laws, contract-law, fixed penalty notice and/or delegated powers as required 12. Support Town Council Events 13. Monitor and report issues and breaches of the allotment garden rules on allotment sites as required 14. Undertake any such duties reasonably requested which are commensurate with the general level of responsibility 15. Undertake training as directed 16. Actively support the principles and practice of equality of equal opportunities 17. Take reasonable care for the health and safety of yourself and other persons 			
Post may be subject to DBS check.			

The Parks and Estate section of Thorpe St Andrew Town Council is looking to recruit a suitably qualified and experienced Parks and Estate Officer. Your duties will involve a range of tasks including building and amenity monitoring and maintenance, grounds maintenance, promoting health and safety and supporting Town Council events. Hours of work will include evenings and weekends and flexibility and reliability are therefore important.

This post may be subject to Disclosure and Barring Service checks.

Job Title:	Parks and Estate Officer		
Location:	Thorpe St Andrew Town Council		
Level/Salary Range:	£17,000 (pro-rata) + LGPS Pension	Position Type:	20 hours (Fri, Sat, Sun, Mon)
Person Specification			
THE PERSON SO APPOINTED MUST FULFIL THE FOLLOWING REQUIREMENTS:			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Applicants should ideally have a minimum of 2 years prior grounds maintenance experience.			
ESSENTIAL SKILLS			
<ul style="list-style-type: none"> • A valid 'full' driving license • Awareness of Health and Safety requirements • Good communication skills • Reliable and flexible approach to work 			
DESIRABLE SKILLS			
<ul style="list-style-type: none"> • Formal training in manual handling • NPTC Chainsaw CS30, CS31a, CS31b • Competence in the Safe Use of Pesticides PA1 + PA6 • Experience of enforcement activities related to local government • Experience of general building maintenance 			