

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

30th August 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 4th September 2017 at 7.30pm for the purpose of transacting the following business.

Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 46 **Attendance book and apologies for absence.**
- 47 **Declarations of interest in items on the agenda.**
- 48 **To confirm the minutes of the Town Council meeting held on 7 August 2017**
- 49 **Announcements (For information only)**
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 50 **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
- 51 **Finance**
 - (i) Payments List: Voucher numbers 441 to 516 totalling £26,890.85 – attached
- 52 **Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 14 August 2017
 - (ii) Events Committee held 29 August 2017
 - (iii) Finance and Staff held 21 August 2017
- 53 **Highway Verges – Request by Cllr S Lawn**
- 54 **Parks Project – Report attached – for decision**
- 55 **Town Hall Defibrillator – Report attached – for decision**
- 56 **Correspondence from Fitzmaurice User Group – to be tabled - for decision**
- 57 **Remembrance Sunday – Verbal Update – for Information**
- 58 **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**
- 59 **Future Staffing Requirements – Report attached – for decision**

Future Agenda Items. (Not for discussion)

Town Council meeting 2nd October 2017

Date of next Plans meeting *9th October 2017*

Date of next Finance & Staff meeting TBC

Town Clerk - Thomas Foreman

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

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

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

38 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.

Mr J Ward - the Town Council noted the report from Mr Ward. Mr Ward made reference to his attendance at the opening of the Aviation Academy at the Norwich Airport. This was an excellent facility in a converted hangar, available to local students and included a café open to the public if Members wanted to see the facility.

Norfolk Constabulary – the PCSO reported that there had been 36 incidents of reported crime in the Town in July; 11 were domestic issues, 7 were public order offences and 17 related to damage/theft. In response to a question, he commented that a criminal order had recently been issued by the Court in respect of a local youth who had not responded to an ASBO and that there had been no recent activity by the youth.

Mr Mackie referred to the Brook Farm development and the issue with the bridge and delays because of issues regarding a vital access link owned by Network Rail and that the matter would be referred back to Broadland District Council's planning department for further consideration following amendments. He also referred to ongoing road works at Thorpe end.

Mr Fisher made reference to a forthcoming Broadland District Council campaign to help reduce the levels of contamination within recycling bins. Reducing contamination, including dirty plastics, would help improve financial returns. There would also be a campaign regarding nappies which were being found in recycling bins.

Mr Shaw commented that he had again been elected as Vice-Chairman of the Local Government Association Strategic Aviation (Special Interest Group). He made reference to proposals for major airports in the South East which would impact on passenger numbers at Norwich Airport and he also made reference to the draft master plan for the Norwich Airport which was currently out for consultation and was available on the airport website.

Mr Emsell referred to the recent garage sale held at Dussindale at which 80 households had held sales and raised £1021 towards the parks project.

39 FINANCE

(i) Payments List – Voucher numbers 183 – 440 totalling £108,244.08 were approved and signed. In response to a question regarding voucher number 308 – mobile phones, the Town Clerk reported that a new phone had been purchased for an additional member of staff in the parks department and a reconditioned phone and sim only had proved to be the most cost effective option. Contracts for existing phones had also been reviewed and a cheaper option taken out which had resulted in a saving to the Council. With regard to a payment to Sprowston Town Council – this had been for equipment for the dementia café which was surplus to their requirements and was more cost effective for the Town Council.

(ii) Bank Reconciliation – the bank reconciliations were approved and signed.

40 DRAFT MINUTES OF COMMITTEE MEETINGS

The minutes for the following meetings were received and noted:

Plans Committee – 10 July 2017

Neighbourhood Plans – 13 March, 10 April, 12 June 2017

Events and Media Working Group – 24 July 2017

Finance and Staff Committee – 22 May 2017 (date of next meeting was 19 July and not 19 June as stated in the minutes)

Mr Fisher commented that planning officers at Broadland were still negotiating regarding the Stanmore Road application. With regard to the Oaklands application, permission had been granted for a period of 2 years with stringent conditions regarding no music in the marquee or balcony area. With regard to the Brook Farm and Laurel Farm application, it was noted that this application had been refused by the District Council but that, following negotiations, an amended plan was likely to be reconsidered at a future meeting. Following meetings, Gt Plumstead Parish Council now had a clearer understanding of the application.

With regard to the Neighbourhood Plan minutes, these had been presented to members to keep them informed of progress with the Plan particularly as the Council was now starting its consultation with the public about the formulation of the Plan. It was noted that the Plan had been promoted at the recent church fete and had resulted in good levels of feedback from a wide range of residents different to those received at the St Georges day event which would be useful. It was noted that the new owner of the Island had now joined the Neighbourhood Plan Working Group which now consisted of 3 members and 3 co-opted representatives.

Reference was made to a recent press article about the changes to the toilet block at River Green. Reference was also made to the idea about introducing a Carnival Queen at the St Georges Day celebrations who would then go on to represent the Town in the Lord Mayor's procession.

41 ANTI-SOCIAL BEHAVIOR UPDATE

The Clerk reported that he and Councillors Lawn, Shaw and Emsell had recently held a very successful meeting with 2 PCSOs regarding the ongoing issues of anti-social behaviour in the Town over recent months. A number of ideas had been put forward about ways to work together going forward including liaison with the School regarding the possibility of youth councillors working with the Town Council to give young people a say in events and also the Courts giving talks at school assemblies. The Town Council had been invited to take part in a meeting of the Broadland Early Help Hub, with the School, the County Council and District Council officers.

It was stated that young people felt that good behaviour needed to be rewarded instead of "rewarding" bad behaviour and that ideas for events/activities for young people in the Town should be explored such as the election of young councillors (perhaps year 10s who would be at school for a year or so after election) or an event at the Fitzmaurice Pavilion or Recreation Ground.

It was agreed that this matter be included on the agenda for discussion at the next

meeting.

42 BROADLAND STREE NAMING

Members considered correspondence from the District Council regarding the idea of including a description on street nameplates explaining the reason for the choice of name. Some Members welcomed the suggestion as long there was no cost to the Town Council and the Council was consulted on the details of the description and which nameplates would be considered for the enhanced wording as it would not be appropriate for all nameplates to have an explanation. Other Members felt it detracted from the purpose of a street name and added to the plethora of street furniture already cluttering roads and ultimately the public were possibly not really interested in the history of particular street naming.

On being put to the vote, with 6 Members voting for, 3 against and 1 abstention, it was

RESOLVED to advise the District Council that the Town Council supports the inclusion of a description on street nameplates in the Town subject to there being no cost to the Town Council and the Town Council being consulted on the details of the description and which nameplates would be considered for the enhanced wording as it would not be appropriate for all nameplates to have an explanation.

43 EUROVIA DRAINAGE WORKS COMPOUND

Members received a presentation from the Clerk relating to options to address noise complaints received arising from use of part of the recreation ground by Eurovia as an operational base for the drainage works taking place in the Town. The Town Council had been asked by the District Council to look at alternative sites for the base or part of it. The Clerk outlined possible options:

- To relocate part of the base to an area encroaching onto one of the football pitches with the temporary loss of the pitch but potential for longer term damage of the subsoil;
- To relocate part of the base to an area encroaching on the children's play area with the need for relocation of 2 items of play equipment;
- To relocate part of the base to the carpark area with the need for resurfacing of alternative carparking and reinstatement of the original carpark on completion;
- To relocate the operation base to an alternative location not on the recreation ground.

Members considered the implications of the various options all of which would result in additional costs to the contractor which would have to be met from within the contract and would result therefore in a reduction in the number of roads included in the programme of drainage works. It had been estimated that the proposed move of part of the base to other locations within the recreation ground could possibly reduce the noise output by 6db but this would not necessarily abate the noise nuisance as the District Council did not adopt a scale of noise levels which were acceptable/not acceptable and so any reduced noise levels could still be perceived as a noise nuisance if noise complaints were received. Complaints had been received by three

residents. The option of relocating the operation base off-site to an alternative location would result in a possible reduction in noise levels from within the recreation ground but would result in increased noise, dust and disturbance from increased vehicular movements on the road network around the area. Eurovia undertook their own noise level readings for insurance purposes and were satisfied they were operating within legal guidelines. They had where possible taken measures to reduce the impact of the work on local residents but there would always be some impact on local residents associated with a project of this size. Other options regarding the operating base could have resulted in road closures and other disruption.

This was a one-off, million-pound project to improve the drainage problems in the Town for the future for all residents of the Town. Funding had been secured from the Government because of the issues of flooding and future funding was unlikely. It was noted that 2/3rds of the contractor's work force would complete their work and leave the site within the next few weeks with the resultant reduction in disturbance. The whole project was due for completion by December 2017. The noise complaints had been received by the District Council in March/April 2017. Work was restricted to day light hours which over the next few months would reduce.

The issue of compensation to residents was raised but members felt this would not be appropriate.

Having regard to all the issues referred to above and the fact that any measures to abate the noise would not necessarily remove the noise nuisance and would result in a loss in the number of roads in the Town benefitting from the enhanced drainage, having regard to the limited time remaining of the contract and the reducing level of activity and day light hours of operation, it was

RESOLVED that the Town Council was minded that unless there were assurances that there would be no additional costs to the contractor and no impact on the extent of the drainage work being undertaken, there was not sufficient justification at this time for relocating the Eurovia operational base.

44 **NORFOLK CRICKET BOARD FUNDING**

Members considered correspondence from the Norfolk Cricket Board regarding the installation of a fully funded non-turf cricket pitch on the Fitzmaurice Park. Members welcomed the proposal in principle and

RESOLVED to advise the Norfolk Cricket Board that the Town Council was interested in the fully funded installation of a non-turf cricket pitch at the Fitzmaurice Park.

45 **VERGES ON YARMOUTH ROAD**

The Clerk reported on proposals to improve the condition of the verges on Bishops Close/Dale's Loke and outside the Town House.

Bishops Closes/Dale's Loke – the verge was increasingly deteriorating and needed attention. The Town Mayor was willing to utilise part of his County Member allowance for local projects towards to the cost of improvements to this verge as part of the

parish partnership scheme. The proposals included the use of grasscrete blocks (grass grown through a concrete grid) and the installation of bollards and the costs would be in the region of £5-600. Local businesses had been contacted to contribute towards the cost but there had been no response.

RESOLVED to support the proposed improvements as outlined.

Town House - the Clerk reported on an expression of interest in sponsoring the provision of flowers along the verge outside the Town House to improve the appearance of the verge and discourage parking. Members discussed possible options for enhancement of the verge including ongoing maintenance implications and it was

RESOLVED that the use of low level planters, with the planting of bulbs in between, be welcomed on the verge outside the Town House.

Future agenda items:

- Youth Council
- Remembrance Sunday
- Verge Cutting

Future meeting dates.

<i>Town Council</i>	<i>4 September 2017</i>
<i>Plans Committee</i>	<i>14 August 2017</i>
<i>Finance and Staff Committee</i>	<i>21 August 2017</i>

The meeting closed at 9:15pm

Signed:

Dated:

20th August 2017

Report from Councillor John Ward

Broadland District Council

237 Affordable homes were built in Broadland 2016/17, a ten year high. There is also a Private Sector Leasing Scheme for temporary accommodation as well as the early help to prevent homelessness.

Broadland District Council will be contributing £400k from its Norwich Area Transportation Strategy budget towards the £800k cost of the new road junction on Plumstead Road, west of Thorpe End, serving the new housing development. Lothbury Investment Management will pay the other £400k.

The Council is giving local bees a helping hand by offering residents the opportunity to claim 20 free crocus bulbs, a particularly bee-friendly flower, to plant in their gardens this autumn. The bulbs will be available to collect locally from Mousehold Garden Centre and Salhouse Garden Centre.

Norfolk County Council

The Council and the five Clinical Commissioning Groups in Norfolk are about to launch "Carer UK Norfolk" This is a free resource available to all people who are unpaid carers in Norfolk to provide resources and guidance to support their caring roles.

Details at:- <https://carersdigital.org/login/signup.php?DGTL7862>

Students have just received their A Level results and the percentage achieving A-C in Norfolk is 73%, slightly up on last year.

The Nelson & Norfolk exhibition at the Castle is bringing in record numbers of visitors. It is well worth a visit. See the massive ensign of Le Genereux, Nelson's coat and hat and, on loan from the Royal Collection, the bullet that killed him.

On 5th August I was please to attend the "Celebrating Achievements of Norfolk's Fire Cadets" at their Development Day at their training centre at Bowthorpe. More than 100 young people and their families attended and we were treated to demonstrations of their team tasks. Fire Cadets meet weekly at 5 units across Norfolk, Wymondham, Diss, Gt. Yarmouth, Sheringham and Hunstanton. They are 13 -18 years and can be seen at many local community events.

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
441 Fuel	08/08/2017		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	129.89	25.98	155.87
442 Office telephone	08/08/2017		Bank 1 Current Ac	dd	Mobile - office	O2	S	13.50	2.70	16.20
443 Telephone	08/08/2017		Bank 1 Current Ac	dd	Mobile telephones - Rec (O2	S	40.50	8.10	48.60
444 Energy charge	15/08/2017		Bank 1 Current Ac	na	Amendment to codes	Total Gas & Power	S	-469.91	-70.14	-540.05
445 Morse - gas/expenditur	15/08/2017		Bank 1 Current Ac	na	Amendment to codes	Total Gas & Power	S	469.91	70.14	540.05
446 Cleaning	05/08/2017		Bank 1 Current Ac	7601	Cleaning - Fitz Pav	Town and Country Clear	E	140.00	0.00	140.00
447 Cleaning and cleaning n	05/08/2017		Bank 1 Current Ac	7601	Cleaning - Morse Pavilion	Town and Country Clear	E	140.00	0.00	140.00
448 Maintenance contract	15/08/2017		Bank 1 Current Ac	onlinepayment	Street light - maintenanc	Cozens UK Ltd	S	400.00	80.00	480.00
449 Photocopy charges	15/08/2017		Bank 1 Current Ac	7602	Photocopying	Eastern Business System	S	114.59	22.92	137.51
450 Receipts and payments	15/08/2017		Bank 1 Current Ac	7603	Water frolic painting	Norfolk County Council	S	260.00	52.00	312.00
451 Miscellaneous	15/08/2017		Bank 1 Current Ac	7604	Advert in Parish Life	Thorpe St Andrew PCC	E	164.83	0.00	164.83
452 Projects	15/08/2017		Bank 1 Current Ac	7605	Plants	Taverham Nursery Cent	S	27.23	5.45	32.68
453 Fitzmaurice Pavilion	15/08/2017		Bank 1 Current Ac	7606	Electrical goods	M D Thompson	S	35.76	7.16	42.92
454 Energy charge	15/08/2017		Bank 1 Current Ac	7607	Streetlight-energy charge	Total Gas & Power	S	1,222.01	244.40	1,466.41
455 Morse - gas/expenditur	15/08/2017		Bank 1 Current Ac	7607	Gas charges - Morse	Total Gas & Power	L	51.24	2.57	53.81
456 Roxley Hall	15/08/2017		Bank 1 Current Ac	7608	Service fire equipment	Vincent Security	S	65.00	13.00	78.00
457 Fitzmaurice Pavilion	15/08/2017		Bank 1 Current Ac	7608	Service fire equipment	Vincent Security	S	125.00	25.00	150.00
458 Morse Pavilion	15/08/2017		Bank 1 Current Ac	7608	Service fire equipment	Vincent Security	S	155.00	31.00	186.00
459 Cleaning and cleaning n	15/08/2017		Bank 1 Current Ac	7609	Floor cleaner	Pattersons	S	255.90	51.18	307.08
460 Fitzmaurice pavilion	22/08/2017		Bank 1 Deposit Ac	dd	Loan Payment	Public Works Loan Boar	E	2,041.06	0.00	2,041.06
461 Equipment hire	22/08/2017		Bank 1 Current Ac	buscard	Hire equipment	PSH Environmental	S	225.00	45.00	270.00
462 Computer/Photocopier	22/08/2017		Bank 1 Current Ac	buscard	Printing	R P Colman	E	22.80	0.00	22.80
463 Miscellaneous	22/08/2017		Bank 1 Current Ac	buscard	Fridge collection	Broadland District Coun	E	51.30	0.00	51.30
464 Telephone	22/08/2017		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
465 Fuel	22/08/2017		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	146.35	29.27	175.62
466 Soccer marking	22/08/2017		Bank 1 Current Ac	dd	Soccer marking	Norse	S	378.83	75.77	454.60
467 Field maintenance conti	22/08/2017		Bank 1 Current Ac	dd	Field Maintenance - Rec (Norse	S	551.30	110.25	661.55
468 Shrub bed - St Will Lok	22/08/2017		Bank 1 Current Ac	dd	St Williams Loke - prunin	Norse	S	7.30	1.47	8.77
469 Sports turf maintenance	22/08/2017		Bank 1 Current Ac	dd	Sports Turf - Rec Gnd	Norse	S	525.00	105.00	630.00
470 Sport Turf maintenance	22/08/2017		Bank 1 Current Ac	dd	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
471 Field maintenance conti	22/08/2017		Bank 1 Current Ac	dd	Field Maintenance - Duss	Norse	S	293.65	58.73	352.38
472 Commissioners Cut - pict	22/08/2017		Bank 1 Current Ac	dd	Picnic area maintenance	Norse	S	34.50	6.90	41.40
473 Verge cutting	22/08/2017		Bank 1 Current Ac	dd	Verge cutting	Norse	S	1,979.19	395.84	2,375.03
474 Fenn salary										
475 Fenn - pension employe										
476 Sayer salary										

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
477 Sayer - pension employ										
478 Kiddell salary										
479 Kiddell - Pension employ										
480 Bass - salary										
481 Bass - pension employe										
482 Mr T Foreman										
483 Foreman - pension emp										
484 Calver salary										
485 Calver pension employe										
486 Mr G Watkins										
487 Watkins - pension emp										
488 Parr - salary										
489 Parr employers pension										
490 Water charges	23/08/2017		Bank 1 Current Ac	7610	Water charges - Cemetar	Anglian Water	E	63.31	0.00	63.31
491 Sayer salary										
492 Sayer - NIC employer										
493 Kiddell salary										
494 Kiddell - NIC employer										
495 Bass - salary										
496 Bass - NIC employer										
497 Mr T Foreman										
498 Foreman employers nic										
499 Student loan										
500 Calver salary										
501 Calver -employers nic										
502 Mr G Watkins										
503 Matthews - salary										
504 Parr - salary										
505 Parr - employers NIC										
506 Mr T Foreman										
507 Fenn salary										
508 Bass - salary										
509 Sayer salary										
510 Kiddell salary										
511 Calver salary										
512 Mr G Watkins										
513 Parr - salary										
514 Matthews - salary										
515 Water rates	23/08/2017		Bank 1 Current Ac	7621	Water charges - Fitz Pav	Anglian Water	E	78.61	0.00	78.61

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
516 Gas	23/08/2017		Bank 1 Current Ac	7622	Roxley Hall gas	British Gas	L	60.17	3.01	63.18
								25,462.02	1,428.83	26,890.85
PAYMENT LIST										
						£				
Salaries		vouchers 506-514		August				9470.14		
HMRC		vouchers 491-505		Tax and NIC				2892.18		
Norfolk Pension Fund		vouchers 474-489		Employer/employee payments				3170.21		

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

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

Apologies:
Mr N Hancock Mr D Sears

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

There were 2 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 July 2017 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

The following matters were raised by residents present in relation to applications on the agenda:

REF: 20171091 – the applicant commented that amended plans had been submitted following discussions with planning officers to amend the design of the roof.

5 PLANNING APPLICATIONS

- (i) REF: 20171069 – 21 Thompson Road – single storey rear extension – members noted the letter of objection from the adjoining neighbour about potential shading but also noted that an existing hedge which was to be retained was higher than the single story flat roof extension proposed and so the proposal would have little additional impact. **NO OBJECTION.**
- (ii) REF: 20171085 – 32 Highfield Close – carport - **NO OBJECTION.**
- (iii) REF: 20171091 —1 Aerodrome Crescent – single storey rear extension – members welcomed the amended design of the roof and noted there were no neighbour objections. **NO OBJECTION**
- (iv) REF: 20171114 – 32 Thunder Lane - – single storey rear extension - **NO OBJECTION**
- (v) REF: 20171130 – 28 Davidson Road – proposed alterations and extension to existing outbuilding to create ancillary accommodation - members noted that

the adjoining neighbours supported the proposal which would provide accommodation for the applicant's relative. They were however concerned about possible future use of the outbuilding which could be accessed independently of the main dwelling and therefore felt there was a need to condition use of the dwelling to remain ancillary to the main dwelling. **NO OBJECTION SUBJECT TO USE OF THE BUILDING BEING ANCILLARY TO THE MAIN DWELLING.**

- (vi) REF: 20171136 – Sainsburys Supermarket - display of signs and panels - **NO OBJECTION.**
- (vii) REF: 20171159 – 34 Spinney Close – front, side and rear extension – members had no concerns regarding the side and rear extension but felt the front extension would have a significant impact on the neighbour's amenity. **NO OBJECTION TO SIDE AND REAR EXTENSION BUT STRONG OBJECTION TO REAR EXTENSION.**
- (viii) REF: 20171198 – Bannatynes– Installation of 2 no. rapid electric vehicle charging stations within carpark – members welcomed the proposals and endorsed the initiative. **NO OBJECTION.**
- (ix) REF: 20171290 –17 Fiennes Road – proposed relocation of existing boundary wall and side extension to kitchen (revised). **NO OBJECTION**

ENFORCEMENT NOTICES – CONFIDENTIAL

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

DATE OF NEXT MEETINGS

4 September 2017	Town Council
11 September 2017	Plans Committee

The meeting closed at 08:00pm

Signed:

Dated:

4 FIREWORK EVENT - UPDATE - INCLUDING STALL CONFIRMATIONS

Item	Action
School	Contact would be made with the school again after the summer holidays.
Stalls	All stall holders had been contacted and bookings were being received. Some food stalls had already confirmed and some new food stalls likely. A good response was being received which would help if one or two did not turn up or were not willing to pay a deposit upfront.
Car parking	Sainsburys had confirmed that use could be made of their carpark after 5pm. A quotation from Event Guard had been accepted at £343.20 – no other quotes had been returned. The Scouts had been advised they would not be needed. Contact would be made with interested groups about the school carpark once it was confirmed if this was available
Entrances	Cash trays had been sourced at £10.90 each but it was felt these were too small. Buckets were too deep so it was agreed to use plastic ice cream tubs or something similar.
Toilets	These had been booked for a cost of £468 including 2 male, 2 female and 1 for disabled users. In response to a suggestion, Fiona agreed to investigate costings for use of men's urinals instead of cubicles.
First aid	No quote had been received from the Red Cross and so the quote from St Johns Ambulance had been accepted at £675.84. There was disappointment this was so high. It was agreed to book them from 4:30pm to 7:30pm (instead of 5pm - 8pm) to ensure they were in place in good time and to ask them to arrive via the Commonwealth Way entrance and park in this vicinity.
Fireworks	The fireworks company had been contacted regarding the costings and a shorter display and were happy with this.
Entrance Fee	There was a discussion about costings and a suggestion was made to increase the entrance fees by 50p, This would generate a better return and possibly enable equipment/facilities to be purchased/provided for the benefit of the Town. It as however agreed to leave the fees at the same level for this year but to review them for next year.
Lighting Tower	Mr Robson confirmed that he would make arrangements for the Tower but that he would not be here on the night.

5 CHRISTMAS LIGHTS - UPDATE

Item	Action
Donkeys/Reindeers	Reindeers had been booked but confirmation was still awaited regarding the donkeys.
Stalls	All stall holders had been contacted and bookings were being received. Some food stalls had already confirmed and some new food stalls likely. A good response was being received which would help if one or two did not turn up or were not willing to pay a deposit upfront.
Choirs	The preferred choir was not available. Support was given to a suggestion about inviting a junior choir. Father James undertook to liaise with the junior choir as some members were also members of the church choir. He also undertook to see if a suitable senior choir could attend. There was a discussion about ideal numbers and the need for staging/platform. It was agreed to see how many children/adults would be involved in the 2 choirs and then provide appropriate staging/platforms for them to stand on.
Staging	Mr Reeves confirmed that arrangements were in place for use of the staging. It was agreed that this be set up on the Tuesday or Wednesday before the event.
Town Cryer	Booked
Father Christmas	There was a discussion about whether he should arrive by boat or sleigh. Fiona agreed to investigate if a boat was available (ask the Broads Authority) and look at alternative options. The boat was still the preferred option if possible.
Lights turn on	Father James/Miss Lawn undertook to see if Cameron Jerome/Jamie Mitchel would be free to do this.
Advertising	It was agreed to contact the EDP regarding the cost of advertisements as they still seemed very reluctant to publicise any events in the Town which was very disappointing. Contact also be made with radio Norfolk to see if they would promote events.
Funfair	Mr Emsell confirmed that 4 rides would be available for the Xmas lights and a full funfair for the Fireworks event.

6 NEWSLETTER

It was noted that the poster for the fireworks event would form the front cover of the forthcoming newsletter and the xmas lights would form the back cover. It was agreed that the usual "news" header was still needed on the front cover. Father James made reference to the forthcoming Parish News and it was agreed to promote forthcoming events in the Parish News also. The following other items were suggested for inclusion in the next news edition:

- Safer Neighbourhood article
- Neighbourhood Plan update
- Father James to provide an article on upcoming events
- Include postcode for Pound Lane on the fireworks poster
- Parks project update
- Drainage works update
- Allotments available
- Made in Thorpe article
- Remembrance service

7 DATES OF NEXT MEETINGS

Monday 25 September 2017
Monday 23 October 2017
Wednesday 8 November 2017

The meeting closed at 8:40pm

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee meeting
held on 21 August 2017 at 7.30pm**

1 **Present:** Miss S Lawn (Chairman)
Mr F Bowe Mr I Mackie Mr L Reeves Mr J Ward

Apologies: Mr J Emsell and Mrs T Mancini-Boyle

In attendance:

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

Observing: Mr S Snelling

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

None

3 **MINUTES**

The Minutes of the meeting held on 17 July 2017 were agreed and signed as a true record.

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

No members of the public were present.

5 **ALLOCATION OF SECTION 106 FUNDS**

Members considered the report of the Town Clerk regarding options for the allocation of S106 funds arising from the development at 27 Yarmouth Road. They noted that a further report on the detailed proposals for each allocation would follow in due course. Members supported the suggested options and it was

RESOLVED that the allocation of S106 funds be as follows:

- Allotments (£1,000): Dussindale (£500) and Hillside (£500)
- Play (£5,000): Laundry Lane (£5,000)
- Sport (£22,000): Fitzmaurice Pavilion - Improvements to the sports changing rooms, spectator facilities and cricket provision (£22,000)

6 **ALLOTMENT USER PADLOCKS**

The Town Clerk reported on an issue which had arisen at the Dussindale allotments whereby access to a communal pathway had been restricted because a gate and padlock had been installed on one of the allotments located at the front of the site, restricting access to an allotment at the rear of the site and to services. Members agreed this was not an ideal situation as access was needed at all times to the communal pathways by all allotment holders and by the Town Council. There was currently nothing within the allotment agreements to regulate this and members agreed that this matter should be resolved by including a requirement in the

agreements for all communal pathways to be kept open and accessible at all times. The agreements were due for renewal in October and this would be an ideal time to amend the agreements to incorporate the requirement. Members felt that the Town Council should be able to access all allotments if the need arose.

RESOLVED

1. that the allotment agreements be amended at the next renewal in October to incorporate a requirement regarding the use of padlocks and that all communal pathways be kept open and accessible at all times.
2. that an update be reported to members at their meeting in October regarding the current position on the occupancy of allotments.

7 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.

8 PARKS AND ESTATES APPRENTICE

The Town Clerk reported that the Parks and Estates Apprentice had originally been employed for 30 hours per week to allow for work on his apprenticeship to be undertaken. The Apprentice was fulfilling this requirement and was indeed ahead of schedule with his apprenticeship and was undertaking additional hours of work. Members supported the suggestion to increase the hours of employment of the Parks and Estates Apprentice from 30 to 37 hours per week. Members were advised of the current hourly rate of the Apprentice and how this was soon to increase as part of the annual review. It was noted that funding was received towards the cost of the apprenticeship and that the increase could be met from within the current budget provision.

RESOLVED to increase the Parks and Estates Apprentice hours of work from 30 to 37 hours per week.

9 PARKS AND ESTATES OFFICER – EMPLOYMENT

Members considered the report of the Town Clerk regarding the intention of one of the Parks and Estates Officers to retire in March/April 2018. Members agreed it would be prudent to engage a replacement officer during Autumn/Winter to work alongside the current post holder to facilitate a successful transitional period. Members noted that there were possibly insufficient funds in the current budget to meet this proposal and that any additional funding needed would have to be met from an alternative budget heading.

RESOLVED to employ a replacement Parks and Estates Officer during Autumn/Winter to work alongside the current post holder to facilitate a successful

transitional period pending the retirement of one of the current post holders.

The Town Clerk invited a member to join the interview panel for the post of the weekend Parks and Estates Officer and Mr I Mackie undertook to do this. Having regard to the increasing demands on the work of the Parks and Estates staff, particularly with the allocation of additional land arising from forthcoming planning applications, members noted that the role of the team would need to be kept under review.

10 ANY OTHER BUSINESS

Parks and Estates Manager – Members received an update on progress with the Parks and Estates Manager’s phased return to work and noted that this was progressing well but was still being monitored. Guidance had been received from Occupation Health who would be consulted again after 12 months. Members noted the changing emphasis of the role of the Parks and Estates Manager as the work of the team grew.

Moorings – members noted that planning permission had now been submitted for the proposal for moorings at River Green; the Broads Authority had required formal plans for the proposals which had been prepared and submitted. The Town Clerk commented that he intended to approach the Broads Authority regarding reinstatement of powers removed in 2009 to act on appropriate matters affecting River Green without planning permission.

Yarmouth Road - recoating of surface. Members noted, with some concern about the dirt and dust being generated, that works were being undertaken to recoat the surface of Yarmouth Road to help prevent future problems of cracks and holes in the surface.

FUTURE AGENDA ITEMS

- Budget
- Re-design of Town Hall to increase the size of the Hall
- Street Lighting – update

DATE OF NEXT MEETING

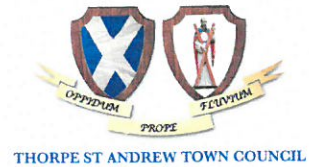
Having regard to staff availability, it was noted that unless there was urgent business, the next meeting would be in October.

The meeting closed at 8:20pm

Signed:

Dated:

Thorpe St Andrew Town Council



Town Council : 4th September 2017

Parks Project

Agenda Item: 54

Reason for this Report

This report requests authority to purchase a new piece of play equipment for the Laundry Lane Recreation Ground.

Background

Many of the items currently in place at the play area on the Recreation Ground have been in place for a number of years. Following the Town Council decision to earmark funds from the sale of a tractor towards the parks project, it is proposed to authorise £8,000 of this to be used for a new piece of play equipment.

Result

The new piece of play equipment will be chosen and placed in consultation with the Friends of Thorpe St Andrew Parks.

Advice

The Town Council is requested to authorise the purchase and installation of a new piece of play equipment at a cost not to exceed £8,000.

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 some financial implications arising from this report.

Thorpe St Andrew Town Council



Town Council : 4th September 2017

Town Hall Defibrillator

Agenda Item: 55

Reason for this Report

This report requested permission to purchase a defibrillator for the Town Hall, Fitzmaurice Park.

Background

A defibrillator has been a long-standing priority for the Town Mayor and wider Town Council.

Result

Following a donation from the Dussindale Garage Sale towards the parks, combined with earmarked funds, the Town Council is now able to purchase a defibrillator with cabinet.

Advice

The Town Council is requested to authorise the purchase of a defibrillator and cabinet for the Town Hall at a cost not to exceed £2100.

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 some financial implications arising from this report.