



THORPE ST ANDREW TOWN COUNCIL TOWN COUNCIL MEETING

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

Tel/Fax: (01603) 701048

Email: office@thorpestandrew-tc.gov.uk

26.3.18

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Town Hall on 9th April 2018 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman

Thomas Foreman

Clerk to the Council

AGENDA

- 1 Attendance book and apologies for absence.
- 2 Declarations of interest in items on the agenda.
- 3 To confirm the minutes of the Town Council meeting held on 5th March 2018
- 4 Announcements (For information only)
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 5 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
- 6 Finance
 - (i) Payments List – Voucher numbers 1250 to 1357 totalling £38,525.88
 - (ii) Risk Assessment Insurance Amendment
- 7 Draft Minutes of Committee Meetings
 - (i) Plans Committee held 12th March 2018
 - (ii) Neighbourhood Plan held 12th March 2018
- 8 Presentation of Civic Awards
- 9 Presentation of Merit Award
- 10 Charles Avenue and Beyond – Correspondence attached
- 11 Laundry Lane Compound – Report attached
- 12 Bowls Club Breach – Report attached
- 13 Tree Naming – Verbal Report
- 14 Community Safety – Verbal Report
- 15 Bus Shelters – To receive suggestions for the location of a new bus shelter
- 16 Mayor's Sunflower Challenge – Verbal Report
- 17 Town Hall Changing Room Refurbishment -Report to be tabled

Future Agenda Items. (Not for discussion)

Town Council meeting 14th May 2018

Date of next Plans meeting 16th April 2018

Date of next Finance & Staff meeting 23rd April 2018

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

Thorpe St Andrew Town Council
Minutes of the meeting
held on 5 March 2018 at 7.30pm

111 Present:

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

Apologies:

Mr L Reeves Mr D Sears

In attendance:

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

Also in attendance were 5 members of the Parks and Estates Team and for part of the meeting, 1 member of the public

112 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item
Mr I Mackie and Mr J Ward	120 Social Care Update

113 MINUTES

The minutes of the meeting held on 5 February 2018 were agreed and signed as a true record.

114 ANNOUNCEMENTS

The Town Mayor thanked all staff who had made such a great effort to get into work during the recent spell of adverse weather and for their responses to the demands of the situation.

The Town Council was advised of the recent death of Mr G Burdett a former Town Councillor and stood for a minutes' silence in tribute to Mr Burdett.

The Mayor reported that thanks had been received regarding the efforts of the Parks and Estates team for their work in trimming the hedges on the cycle paths. He went on to welcome Michael Seaman to the Parks and Estates Team.

The Town Clerk reported on the following matters:

- Discussions had taken place with regard to a local group undertaking maintenance and enhancement work at the cemetery to enhance the wildlife area.
- Discussions had taken place with the Broads Authority, the district council, the county council and East Cambridge District Council on a range of matters.
- Correspondence had been exchanged regarding verges and a financial contribution had been received from the bus company towards the cost of repairs to a verge following damage by a bus.
- The Town Council had managed to re-fill some of the grit bins in the Town during the recent spell of adverse weather as the Highway Authority were

unable to do this, because of other pressures. Mulch had also been laid on a public footpath in the Town which had become particularly slippery.

The Town Clerk thanked all staff who had managed to get to work during the recent spell of exceptionally bad weather.

115 PUBLIC SESSION (limited to 3 minutes per speaker)

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

- (i) Norfolk Constabulary – the Town Clerk tabled a report setting out the crime statistics received from Norfolk Constabulary for the Town since the last meeting. In total, 38 incidents of crime had occurred. One of the main incidents related to the smashing of 30 windows at the High School – which was the third weekend in a row when there had been incidents at the school. Members were concerned about the pattern of crime and felt the school should be encouraged to take steps to tackle the situation notwithstanding the fact that the damage to the windows was covered by insurance. They felt that efforts could be made to improve the CCTV provision at the school and the Town Council would be happy to talk to the school about this. It was noted that the Chief Inspector had agreed to attend a meeting of the Town Council to discuss neighbourhood policing in the Town, following contact made with Norfolk Police by councillors and it was felt it might be helpful to invite the school along also.

RESOLVED to invite the Chief Inspector and representatives from the High School to meet with the Town Council to discuss community policing and security at the High School.

- (ii) Members noted the report of Cllr Ward. He mentioned that Mr J Sadler's funeral had been rescheduled for Tuesday 6 March because of the recent bad weather.
- (iii) The Town Mayor handed round copies of the County Council's Vision for Norfolk 2021 booklet. He also mentioned that the County Council had confirmed its view that it wished to retain responsibility for the fire service following an approach from the Police Commissioner to merge this role with the Police Authority in Norfolk.

116 FINANCE

Payments List – voucher numbers 1139 to 1249 totalling £56,252.02 for February/March 2018 were approved and signed. Members noted that the Council had invested in some more substantial padlocks which now complied with insurance requirements and should last much longer. They also noted that the payments included an additional sum to Busseys to cover the previous month's payment which had not been requested.

In response to a question about the security of the recently purchased defibrillators, the Town Clerk advised that the defibrillators would be installed inside buildings which were now occupied most days.

117 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 12 February 2018 - noted
- (ii) Finance and Staff Committee – 19 February 2018 – noted.
- (iii) Events Committee – 26 February 2018 - noted.

118 PROPOSED TWINNING WITH SAINT ANDREWS NEW BRUNSWICK CANADA

Members considered the report of the Town Clerk setting out a proposal for civic twinning with Saint Andrews, Canada. The Town Mayor highlighted that the proposal offered an opportunity to share good practice with another organisation with many common features and interests and promote cultural and social understanding. The Town Clerk drew members' attention to the draft town twinning charter. Members viewed a short video clip of Saint Andrews and expressed support for the proposed twinning.

RESOLVED that the civic twinning proposal with Saint Andrews, Canada be approved subject to their approval and the Town Clerk explore opportunities to develop and promote this relationship through the adoption of a town twinning charter as drafted in the report; the Town Clerk and the Mayor being authorised to make any amendments to the charter following consideration of the matter by Saint Andrews at its meeting in April.

119 RETIREMENT OF PARKS AND ESTATES OFFICER – MR KIDDELL

On behalf of the Town Council, the Mayor thanked Mr Kiddell for his hard work and commitment to the Town since joining them in 1999. He particularly thanked him for his cheerful, helpful demeanour and his willingness to be involved in all events and activities. He wished him well in his retirement and said that he would be missed and it was hoped he would stay in contact with the Council.

The Town Clerk echoed these comments and thanked Mr Kiddell for his support, constant hard work and dedication to his job. He commented that Mr Kiddell had undertaken a huge volume and range of work and, as the team had grown, he had helped to support and guide new members of the team. He was recognised for his positive attitude and a willingness to apply himself to any task and he would be missed. The estates team was very much the public face of the Council and residents appreciated their work.

The Mayor presented Mr Kiddell with a certificate and gift from the Town Council. Mr Kiddell thanked the Mayor and all councillors and staff, in particular the estates team. He also thanked the Clerk for his leadership and added that he had enjoyed working for the Town.

120 SOCIAL CARE UPDATE

Members considered the report of the Town Clerk setting out details of consideration by the Finance and Staff Committee of a proposal to look at social care in the Town. The Committee had acknowledged the range of information and services available but that these were not widely known and understood. It was felt there was a role for the Town Council in facilitating access to this information and services, acting as a catalyst to bring providers and users together. This role could be developed to include

young people for whom support services were hard to access. In addition to producing coordinated information in the form of a single "flow chart" style newsletter, the Council could invite interested parties, including the district and county councils, to events and activities in the Town to establish links with users. They could also contribute to the newsletter. It was noted that the District Council's role in relation to Grown Your Community had evolved with emphasis now on local communities under taking this work in their villages with the District Council as facilitators. The Town Council was keen to continue with its promotion of initiatives in support of Grow your Community such as the dementia café and the luncheon club which would link with the current proposal for supporting social care.

Members were very supportive of the proposal and felt there was a need to help coordinate information and signpost people to the right support.

RESOLVED to set up a working group styled on Grow Your Community to look at services currently available and the coordination of information about these in appropriate publications including a mid-year newsletter. Members of the working group to include the following councillors: Mr Mackie, Miss Lawn, Mr Snelling, Mrs Mancini-Boyle and Mr Emsell, together with other stakeholders as appropriate (Father James, Geoff Lawton, District Council, County Council, Health Authority, local groups etc.)

121 HUMAN RESOURCES AND HEALTH AND SAFETY

The Town Clerk reminded Members that, having regard to the expansion of the number of staff being employed by the Town Council and in accordance with advice from the Society for Local Council Clerks, the Council had agreed to sign up to a fixed fee Employment Law, Human Resources and Health and Safety Contract with Company A being the preferred choice at an annual cost of £2041.20. This particular contract was for a period of three years, whereas the contract with an alternative supplier allowed for a break clause after one year but the annual fee was £2400. Having regard to the fact that this was the first year the Council would be securing this service, members felt it would be wise to have the option to review the contract after one year to ensure it was meeting expectations.

RESOLVED to reaffirm the Council's agreement to sign up to a fixed fee Employment Law, Human Resources and Health and Safety Contract but that the preferred contract be that offered with a break clause after one year at an annual fee of £2,400.

122 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.

123 UPDATE ON CORRESPONDANCE

The Town Clerk reported on receipt of correspondence regarding:

- a parking ticket issued in the Town
- commercial boat hire at Rivergreen
- ownership of Rivergreen

Members noted the correspondence and supported the responses proposed by the Clerk to the correspondence.

124 CIVIC AWARDS NOMINEES

Members considered the nominations received and also considered if the Council should recognise the work of the PCSOs covering the Town now that these roles had been deleted.

RESOLVED

- (i) to support the 3 nominations for individual civic awards only;
- (ii) to issue a merit award to the 3 PCSOs for the Town in recognition of their work.

FUTURE AGENDA ITEMS

- Rivergreen - update
- Community Policing - Meeting with Chief Inspector – Norfolk Constabulary
- Crime and security at the High School.

FUTURE MEETING DATES

Town Council	9 April 2018
Plans Committee	12 March 2018
Finance and Staff	TBC

The meeting closed at 9:10pm

Signed:

Dated:

25th March 2018

Report from Councillor John Ward

Broadland District Council

Broadlands residents will be able to save money whilst enjoying and exploring their district thanks to Broadland's second annual Buy in Broadland discount voucher booklet which has gone to every household.

Iona Lake of Hainford, a young steeplechase runner, has been awarded a £1000 grant by BDC to help her with training and competitions. In April she will be competing in the Commonwealth Games in Australia. Another 13 people were awarded grants of £125.

Norfolk County Council

North Walsham road closure has been extended to 4th April due to exceptional circumstances encountered during the start of the works.

Cliff Jordan is holding a road show with some senior officers and hosted by Nick Conrad. This is to give residents the chance to hear about the Council's suggestions for the future, ask questions and offer ideas. It will be held at Diss Corn Hall 7-9pm Tuesday 24th April. Tickets are obtainable from the Council's website 'Eventbrite' page.

Plans for a new build 420 place, 2 form entry, Primary School, on land to the south of Mallard Way, Sprowston currently sit with the planning department at County Hall.

An application has been submitted to the Planning Inspectorate by Orsted (previously Dong) for 300 off-shore wind turbines with power cables coming ashore at Weybourne and travelling through Saxthorpe, past Reepham and Weston Longville to Swardston where there will be a substation with the capacity to power 2m homes.

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,250 Wheeled/litter/dog bins	28/02/2018		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	56.45	11.29	67.74
1,251 Wheeled/litter/dog bins	28/02/2018		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	45.16	9.03	54.19
1,252 Office telephone	28/02/2018		Bank 1 Current Ac	dd	Telephone - Office	Talk Talk	S	48.45	9.69	58.14
1,253 Telephone	28/02/2018		Bank 1 Current Ac	dd	Telephone - Morse Pavilion	Talk Talk	S	46.95	9.39	56.34
1,254 Telephone	28/02/2018		Bank 1 Current Ac	dd	Telephone - Fitz Pavilion	Talk Talk	S	29.95	5.99	35.94
1,255 Bank charges	28/02/2018		Bank 1 Current Ac	dd	Bank charges	Lloyds Bank	E	28.60	0.00	28.60
1,256 Bottle bank	06/03/2018		Bank 1 Current Ac	dd	Bottle bank	URM UK	S	7.50	1.50	9.00
1,257 Office telephone	06/03/2018		Bank 1 Current Ac	dd	Mobile - office	O2	S	13.50	2.70	16.20
1,258 Telephone	06/03/2018		Bank 1 Current Ac	dd	Mobile telephones - Rec (O2	S	40.92	8.18	49.10
1,259 Fuel	13/03/2018		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	2.00	0.40	2.40
1,260 Receipts and payments	14/03/2018		Bank 1 Current Ac	7818	Dementia cafe goods	Mrs J Fenn - petty cash	E	9.56	0.00	9.56
1,261 Vehicle Maintenance	14/03/2018		Bank 1 Current Ac	7818	Wash van	Mrs J Fenn - petty cash	E	4.00	0.00	4.00
1,262 Miscellaneous	14/03/2018		Bank 1 Current Ac	7818	Water	Mrs J Fenn - petty cash	E	2.20	0.00	2.20
1,263 Events Payments/Receiv	14/03/2018		Bank 1 Current Ac	7818	Event notice	Mrs J Fenn - petty cash	E	21.00	0.00	21.00
1,264 Water rates	14/03/2018		Bank 1 Current Ac	7819	Water charges - Recreati	Anglian Water	E	41.35	0.00	41.35
1,265 Vehicle Maintenance	14/03/2018		Bank 1 Current Ac	7820	Service equipment	Avant Hire Services	S	426.04	85.21	511.25
1,266 Feed in Tariff	14/03/2018		Bank 1 Current Ac	7821	Feed in tariff	Broadland District Couni	L	174.98	4.71	179.69
1,267 Photocopy charges	14/03/2018		Bank 1 Current Ac	7822	Photocopying	Eastern Business System	S	106.28	21.26	127.54
1,268 Fixings and fittings	14/03/2018		Bank 1 Current Ac	7823	Calibration tester	First Stop	S	87.95	17.59	105.54
1,269 Projects	14/03/2018		Bank 1 Current Ac	7824	Fencing	G & G Fencing	S	2,779.25	555.85	3,335.10
1,270 Park maintenance	14/03/2018		Bank 1 Current Ac	7825	Park signs	G Sign	S	1,215.00	243.00	1,458.00
1,271 Park maintenance	14/03/2018		Bank 1 Current Ac	7825	Park signs	G Sign	S	1,215.00	243.00	1,458.00
1,272 Park maintenance	14/03/2018		Bank 1 Current Ac	7826	Flag	Hampshire Flag Compar	S	370.95	74.19	445.14
1,273 Park maintenance	14/03/2018		Bank 1 Current Ac	7826	Flag	Hampshire Flag Compar	S	71.99	14.40	86.39
1,274 Morse - gas/expenditur	14/03/2018		Bank 1 Current Ac	7827	Gas charges - Morse	Total Gas & Power	S	186.99	37.40	224.39
1,275 Energy charge	14/03/2018		Bank 1 Current Ac	7827	Street light - maintenanc	Total Gas & Power	S	1,771.90	354.36	2,126.26
1,276 Cleaning	14/03/2018		Bank 1 Current Ac	7828	Cleaning - Fitz Pav	Town and Country Clea	E	600.00	0.00	600.00
1,277 Cleaning and cleaning n	14/03/2018		Bank 1 Current Ac	7828	Cleaning - Morse Pavilion	Town and Country Clea	E	500.00	0.00	500.00
1,278 Cleaning	14/03/2018		Bank 1 Current Ac	7828	Cleaning - Roxley Hall	Town and Country Clea	E	420.00	0.00	420.00
1,279 Dussindale maintenanc	14/03/2018		Bank 1 Current Ac	7829	Matting	Travis Perkins	S	123.02	24.60	147.62
1,280 Hillside maintenance	14/03/2018		Bank 1 Current Ac	7829	Matting	Travis Perkins	S	123.02	24.61	147.63
1,281 Roxley Hall	14/03/2018		Bank 1 Current Ac	7830	Cctv upgrade	Vincent Security	S	250.00	50.00	300.00
1,282 Morse Pavilion	14/03/2018		Bank 1 Current Ac	7830	Cctv upgrade	Vincent Security	S	250.00	50.00	300.00
1,283 Sayer salary	14/03/2018									
1,284 Sayer - NIC employer	14/03/2018									
1,285 Kiddell salary	14/03/2018									

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,286	Kiddell - NIC employer	14/03/2018								
1,287	Bass - salary	14/03/2018								
1,288	Bass - NIC employer	14/03/2018								
1,289	Mr T Foreman	14/03/2018								
1,290	Foreman employers nic	14/03/2018								
1,291	Student loan	14/03/2018								
1,292	Fenn salary	14/03/2018								
1,293	Fenn - NIC employer	14/03/2018								
1,294	Calver salary	14/03/2018								
1,295	Calver - employers nic	14/03/2018								
1,296	Mr G Watkins	14/03/2018								
1,297	Matthews - salary	14/03/2018								
1,298	Parr - salary	14/03/2018								
1,299	Parr - employers NIC	14/03/2018								
1,300	Mr T Foreman	14/03/2018								
1,301	Fenn salary	14/03/2018								
1,302	Bass - salary	14/03/2018								
1,303	Sayer salary	14/03/2018								
1,304	Kiddell salary	14/03/2018								
1,305	Calver salary	14/03/2018								
1,306	Mr G Watkins	14/03/2018								
1,307	Parr - salary	14/03/2018								
1,308	Matthews - salary	14/03/2018								
1,309	Jones salary	14/03/2018								
1,310	Fenn salary	14/03/2018								
1,311	Fenn - pension employe	14/03/2018								
1,312	Sayer salary	14/03/2018								
1,313	Sayer - pension employe	14/03/2018								
1,314	Kiddell salary	14/03/2018								
1,315	Kiddell - pension employe	14/03/2018								
1,316	Bass - salary	14/03/2018								
1,317	Bass - pension employe	14/03/2018								
1,318	Mr T Foreman	14/03/2018								
1,319	Foreman - pension emp	14/03/2018								
1,320	Calver salary	14/03/2018								
1,321	Calver pension employe	14/03/2018								
1,322	Mr G Watkins	14/03/2018								
1,323	Watkins - pension emp	14/03/2018								
1,324	Parr - salary	14/03/2018								

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,325 Parr employers pension	14/03/2018		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
1,326 Vehicle lease	19/03/2018		Bank 1 Current Ac	online	Survey	Survey Monkey	E	29.17	0.00	29.17
1,327 Town plan update	19/03/2018		Bank 1 Current Ac	online	Milk goods	Sainsburys	E	15.09	0.00	15.09
1,328 Miscellaneous	19/03/2018		Bank 1 Current Ac	online	Flowers	Sainsburys	E	11.00	0.00	11.00
1,329 Miscellaneous	19/03/2018		Bank 1 Current Ac	online	Kettle	Argos	E	8.48	0.00	8.48
1,330 Miscellaneous	19/03/2018		Bank 1 Current Ac	online	Flag	Hampshire Flag Compar	S	190.48	38.10	228.58
1,331 Projects	19/03/2018		Bank 1 Current Ac	online	Emblems	Emblems gift	E	77.74	0.00	77.74
1,332 Miscellaneous	19/03/2018		Bank 1 Current Ac	online	Fuel	Fuel Card Services	S	114.09	22.82	136.91
1,333 Fuel	27/03/2018		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	L	91.70	4.58	96.28
1,334 Electricity	27/03/2018		Bank 1 Current Ac	dd	Electricity - floods/workst	Opus Energy	L	54.60	2.73	57.33
1,335 Electricity	27/03/2018		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	836.98	167.40	1,004.38
1,336 Electricity	27/03/2018		Bank 1 Current Ac	dd	Electricity - Roxley Hall	Opus Energy	L	89.90	4.50	94.40
1,337 Electricity	27/03/2018		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
1,338 Telephone	27/03/2018		Bank 1 Current Ac	dd	Soccer marking	Norse	S	378.83	75.77	454.60
1,339 Soccer marking	27/03/2018		Bank 1 Current Ac	dd	Field Maintenance - Rec G	Norse	S	551.30	110.26	661.56
1,340 Field maintenance contr	27/03/2018		Bank 1 Current Ac	dd	St Williams Loke - prunin	Norse	S	7.30	1.46	8.76
1,341 Shrub bed - St Will Loke	27/03/2018		Bank 1 Current Ac	dd	Sports Turf - Rec Gnd	Norse	S	525.00	105.00	630.00
1,342 Sports turf maintenance	27/03/2018		Bank 1 Current Ac	dd	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
1,343 Sport Turf maintenance	27/03/2018		Bank 1 Current Ac	dd	Field Maintenance - Duss	Norse	S	293.65	58.73	352.38
1,344 Field maintenance contr	27/03/2018		Bank 1 Current Ac	dd	Picnic area maintenance	Norse	S	34.50	6.90	41.40
1,345 Commissioners Cut - pic	27/03/2018		Bank 1 Current Ac	dd	Install 2 LED lanterns	Cozens UK Ltd	S	790.00	158.00	948.00
1,346 Street lights	27/03/2018		Bank 1 Current Ac	dd	Rope	Builders Equipment	S	13.88	2.78	16.66
1,347 Cricket maintenance	27/03/2018		Bank 1 Current Ac	7832	Pest control	Burrell Pest control	E	150.00	0.00	150.00
1,348 Sports turf maintenance	27/03/2018		Bank 1 Current Ac	7833	Fencing	G & G Fencing	S	1,486.45	297.29	1,783.74
1,349 Projects	27/03/2018		Bank 1 Current Ac	7834	Clothing H & S	Mainman Supplies	S	183.33	36.67	220.00
1,350 Health and Safety	27/03/2018		Bank 1 Current Ac	7835	Clothing H & S	Mainman Supplies	S	22.63	4.53	27.16
1,351 Health and Safety	27/03/2018		Bank 1 Current Ac	7835	Litter/dog bins Duss Park	Scooper Dooper	E	208.00	0.00	208.00
1,352 Wheeled/litter/dog bins	27/03/2018		Bank 1 Current Ac	7836	Litter/dog bins - Rec Gm	Scooper Dooper	E	163.22	0.00	163.22
1,353 Wheeled/litter/dog bins	27/03/2018		Bank 1 Current Ac	7836	Litter/dog bins - River Gm	Scooper Dooper	E	108.32	0.00	108.32
1,354 River Green maintenanc	27/03/2018		Bank 1 Current Ac	7836	Advert in Thorpe Players	Thorpe Players	E	40.00	0.00	40.00
1,355 Miscellaneous	27/03/2018		Bank 1 Current Ac	7837	Electricity - River Green	E.on	L	65.91	3.30	69.21
1,356 Electricity	28/03/2018		Bank 1 Current Ac	7838	Newsletter	Colourprint	E	658.00	0.00	658.00
1,357 Newsletter	28/03/2018		Bank 1 Current Ac	7839						
Total								35,485.08	3,040.80	38,525.88

PAYMENT LIST

Salaries	vouchers 1300 - 1309	March	10538.56
HMRC	vouchers 1283 - 1299	Tax and NIC	2982.45
Norfolk Pension Fund	vouchers 1310 -1325	Employer/employee payments	3286.41

THORPE ST ANDREW TOWN COUNCIL
RISK ASSESSMENT OF INCOME FROM LETTINGS

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK LEVEL
Loss of lettings by theft or dishonesty	Loss of income	Roxley Hall - Office staff deal with bookings and payments. RFO issues invoices and receipts, checks and verifies details, banks income and updates records	M
		Fitzmaurice Pavilion - Office staff deal with bookings and payments. RFO issues invoices and receipts, checks and verifies details, banks income and updates records	
		Pitch and Pavilion Hire - Town Amenities Officer keeps diary record of hire, details passed to RFO monthly to raise invoice. RFO banks income and updates records	
	1	For all cash bankings over £2500 (mainly events) our insurance cover requires 2 people to take the money to the bank.	
		RFO checks all income and records VAT where applicable	
		Charges agreed annually by Town Council. All clubs informed of any changes by letter	
		EXTERNAL CONTROL MEASURES	
		Insurance cover for loss of cash:	
		a) in transit in the custody of any member or employee or in transit by registered post (limit £250) or in a bank night safe.....£5000	
		b) in the private residence of any member or employee.... £250	
		c) in the premises in the custody of or under the actual supervision of any member or employee.....£5000	
		cii) in locked safes or strongrooms.....£5000	
		ciii) in locked receptacles other than safes or strongrooms £250	
Reviewed 19/02/2018	Signed 1	Update 9/4/18 following insurance review	

6(ii)

THORPE ST ANDREW TOWN COUNCIL

RISK ASSESSMENT OF INCOME FROM LETTINGS

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK LEVEL
Loss of lettings by theft or dishonesty	Loss of income	Roxley Hall - Office staff deal with bookings and payments. RFO issues invoices and receipts, checks and verifies details, banks income and updates records	M
		Fitzmaurice Pavilion - Office staff deal with bookings and payments. RFO issues invoices and receipts, checks and verifies details, banks income and updates records	
		Pitch and Pavilion Hire - Town Amenities Officer keeps diary record of hire, details passed to RFO monthly to raise invoice. RFO banks income and updates records	
		For all cash bankings over £2500 (mainly events) our insurance cover requires 2 people to take the money to the bank.	
		RFO checks all income and records VAT where applicable	
		Charges agreed annually by Town Council. All clubs informed of any changes by letter	
		EXTERNAL CONTROL MEASURES	
		Insurance cover for loss of cash:	
		a) in transit in the custody of any member or employee or in transit by registered post (limit £250) or in a bank night safe.....£5000	
		b) in the private residence of any member or employee.... £250	
		c) in the premises in the custody of or under the actual supervision of any member or employee.....£5000	
		cii) in locked safes or strongrooms.....£5000	
		ciii) in locked receptacles other than safes or strongrooms £250	
Reviewed 19/02/2018	Signed	Update 9/4/18 following insurance review	

7(i)

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

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

Apologies:
Mr N Hancock Mr D Sears

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

There were 8 members of the public present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Item
All members	BA/2017/0429/FUL – Rivergreen and public conveniences

3 MINUTES

The minutes of the meeting held on 12 February 2018 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: 20180059 - 18 Hillcrest Road – a resident raised concerns about the construction of the extension, having regard to the extent of works necessary to build the large extension and the implications of the works.

REF: 20180243 - 76 Gordon Avenue - a relative of a resident raised concerns about the design and size of the proposed extension, the increase in the ridge height of 90cm and the impact of these on the amenity and available light to the neighbouring property. They felt the proposals were overdevelopment of the site, were out of keeping with other properties and contrary to planning policy. They were disappointed that no attempt had been made by the applicants to discuss the proposal with the neighbours.

5 PLANNING APPLICATIONS

- (i) REF: 20180059 – 18 Hillcrest Road – ground and first floor extensions to rear. Members were concerned that part of the proposed extensions included flat roofs. They also felt that the proposed gable would be out of keeping with other roof lines and were also concerned about the design and size of the dormers. They shared the neighbour's concerns regarding construction of the extensions

and there was insufficient detail in the plans. For these reasons it was agreed to raise an **OBJECTION**.

- (ii) REF: 20180087 – 3 Belmore Close – extension to rear and side, loft conversion to include dormer windows to front and rear and replacement garage. Members noted the reasons for the proposals and that modifications had been made to the plans to incorporate pitched roofs to the dormers at the front which was welcomed. They were however concerned about the size of the proposal, the increase in the overall footprint of the property, the design of some elements of the proposal, particularly the double flat roof dormer, and felt the proposals did not enhance the property. The proposal would have an impact on the adjoining property in terms of loss of privacy and light having regard to the size of the proposal and the substantial area of glazing. For these reasons it was agreed to raise an **OBJECTION**.
- (iii) REF: 20180243 – 76 Gordon Avenue – single storey rear extension and loft conversion. Members noted that the proposal would increase the roof height by 90cm and felt the proposed roof line would be out of keeping with other properties in the area and have a negative impact on the street scene. They also felt the roof would be more acceptable with a hip roof rather than a gable end. It was also felt that the proposed extension was too large and would have a negative impact on neighbouring properties. For these reasons it was agreed to raise an **OBJECTION**.
- (iv) REF: 20180294 – 115 St Williams Way – two storey rear extension and extend both east and west dormers. Members had no objections to the proposals in principal but did feel there was scope to improve/reconsider the design of the flat roof dormers. **NO OBJECTION** in principal but concerns raised about the design of the dormers.
- (v) REF: 20180193 – Land north of Smee Lane - NOTED.
- (vi) REF: 20180194 – Land north of Smee Lane – NOTED and welcomed the inclusion of self-build units as part of the proposals.

BROADS AUTHORITY

BA/2017/0429/FUL – Rivergreen and public conveniences, Yarmouth Road - memorial garden and part change of use of public conveniences to office – NOTED. The Town Clerk reported that the Broads Authority had requested wooden shutters to the building instead of a metal rollup shutter which had been agreed. They had also asked for a path be installed on the green around the memorial but the Town Clerk was not inclined to support this request as part of the Town Council's application and had advised the Broads Authority accordingly.

BA/2017/0436/FUL – Rushcutters, 46 Yarmouth Road – rebuild wall to external area to match existing – NOTED.

ENFORCEMENT NOTICES – CONFIDENTIAL

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

DATES OF NEXT MEETINGS

Town Council	9 April 2018
Plans Committee	16 April 2018

The meeting closed at 08:20pm

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Neighbourhood Plan meeting
held on 12 March 2018 at 5.30pm**

1 Present:

Mr J Fisher (Chairman)
Mr J Clarke Mr M Martins Mr L Reeves Mr S Snelling

Apologies: none

In attendance:

Dr T Foreman (Town Clerk) Dawn Matthews (Committee Officer)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The minutes of the meeting held on 11 December 2017 were agreed and signed as a true record.

4 ANNOUNCEMENTS

The rescheduled Neighbourhood Plan meeting would now take place at Broadland District Council offices on 22 March 2018 at 7pm.

5/6 DISCUSSION OF DRAFT NEIGHBOURHOOD PLAN POLICIES and DRAFT NEIGHBOURHOOD PLAN DETAILS

Members considered the draft Neighbourhood Plan which had been prepared by the Clerk in consultation with the Chairman following feedback from members and having regard to the results of the consultations and surveys with residents, national and local planning policies, other authority's plans and a number of other documents and background information referred to in the Plan. The Plan also reflected the outcome of previous consultations carried out in the Town in 2009 and 2014 which were in line with the latest consultation demonstrating a consistency in the issues raised by residents. The Plan would incorporate a number of appendices to cover specific issues, for example, a list of historic buildings, specific design guides, a consultation statement etc.

The Clerk and the Chairman took members through the Plan in detail and consideration was given to each section and to the 8 Neighbourhood Policies established to help achieve the objectives and vision for the Town. Each Policy included a definition, its intention and its justification.

With regard to housing design it was noted that three distinct areas of design had emerged, the Yarmouth Road conservation area, the northern area of Thorpe and the Dussindale area and there was a need for policies/guidelines to protect the character of these different areas. This could include information on existing listed buildings,

photographs of bungalows and guidance for extensions/improvements to existing buildings. Reference was made to the different designs adopted by previous builders in the area such as Caston and Fisher. Members were keen to ensure the Town was not just seen as a suburb of Norwich and utilise the Plan to help protect its unique identity.

With regard to the specific policies in the document, members made the following comments/observations:

- Paragraph 8 - Housing Requirement - it was noted that this paragraph was only compulsory if the Neighbourhood Plan was seeking to justify the need for additional housing in the Town. Having regard to the developments already identified at Pinebanks, Brook Farm, Langley School and Griffin Lane, it was felt that there was no case for additional provision in the Town and this paragraph could therefore be excluded.
- Policy 2 – include reference to the Broadland District Council design guide.
- Policy 2 – preclude “biomass” from the range of renewable energy features to be encouraged.
- Policy 2 - Reinforce the need to protect the green corridor within the Town in the absence of a green belt.
- Policy 3 – members supported the reference to the need for a mix of housing tenure and to the policy on residential boats which was in line with the Broads Authority Policy.
- Policy 4 – members supported inclusion of reference to Griffin Lane as an industrial area to help guide any future changes in the nature of use of this area. They also felt that this policy needed to reflect the Broads Authority and District Council Policies on Griffin Lane and Bungalow Lane
- Policy 4 – amend wording in the second main paragraph of the policy to “retain, promote and enhance” existing employment areas.
- Policy 8 - it was suggested that it would be helpful to see at a glance on a map the extent of land already allocated for development as this would highlight the significance of protecting the area of Thorpe Woodland from development and the lack of remaining available land. The Clerk undertook to include an additional map in the Plan (perhaps at the beginning) to show land allocated for development.

In conjunction with the preparation of the Plan, a suggestion was made that the Council might like to look at the possibility of preparing a visual representation of the location of facilities available in the Town which would be useful for residents.

The Clerk undertook to update the draft plan for circulation to Members for further comment/feedback. An updated draft could then be prepared ready for consideration by the Neighbourhood Plan Meeting on 16 April and for public consultation at the St Georges Day event on 22 April.

Members thanked the Town Clerk for his work in preparing the first draft.

7 FUTURE PLANNING

An updated version of the draft Plan would be considered at the next meeting.

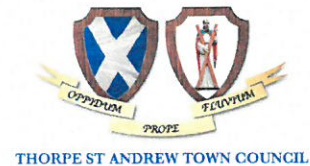
Date of next meeting – Monday 16 April 2018 at 5:30pm.

The meeting closed at 6:40 pm.

Signed:

Dated:

Thorpe St Andrew Town Council



Town Council : 9th April 2018

Charles Avenue and Beyond

Agenda Item: 10

Correspondence

Further to our meeting Tom end of last year, and recent discussions with Emma and Nicky - please could you both have a look at the following. Perhaps we could have a brief conversation about it before the Easter break ? Also, if possible we should like to have an item on the agenda for the next full Council meeting (I believe this is April 9th?) so we can introduce ourselves to Members.

By way of reminder / for info we are an independent local group whose purpose is to re-build the local community fabric and counter isolation through friendship, neighbourhood support and cultural activities.*

Proposals for 2018

1) Laundry Lane Recreation Ground

In conjunction with Friends of Thorpe St Andrew Parks, a number of artists and gardeners in our group are hoping to engage local residents (especially families / young people) to assist with (for example) proposed mound building & willow structures in play area, bat and/or bird box building for the woodlands, wild flower planting on the main field, and other activities including a proposed arts project in Gargle Hill Woodlands. In addition, group members have a number of suggestions (for example, more benches, addition of picnic tables, re-wilding / no mow, artistic signage etc on far side of main field / woods) and play tunnel under planned mound in play area. We are also keen to research and build a volunteer team for a regular Kids Park Run on the Rec.

2) Community Events

As discussed in December we would like to hold a number of community and charity fund raising events in the Morse Pavilion in 2018. The two charity events we held at the Morse (one for Jo Cox, and the other for Macmillan Cancer Research) in 2017 were successful in getting local people together, using park facilities to a good end while also raising money for charity. The timing, venue location and free use of the space kindly granted were all key to this, and we would like to use the Pavilion again in the coming months, on the same basis. Charities listed are local ones which our members have proposed we support. We understand you have someone coming in to do commercial activities in the Pavilion on weekends going forward, and we are keen to support that so would not wish to do any food / fund raising activities on any of these days.

3) Proposed Dates / Details

a) Bat Boxes Thurs 12th April 9am- 2pm

Details: For Gargle Hill Woodlands we should like to propose making bat boxes (and /or also possibly RSPB and/or owl friendly bird boxes) in collaboration with the Council and Friends of TSA Parks. Participants to include local youngsters and parents. Alongside this some sports activities on the field and an art workshop in the Pavilion alongside coffee, cake and other food in exchange for donations (to raise money for Hillside Animal Sanctuary.)

b) The Big Lunch (nationwide event) Sunday 3rd June 9am-3pm Picnic, Food Share and Planting Day with Council (possible day for working on mound and/or willow structure in play area?) and Friends of TSA Parks, alongside youngsters and parents doing various sports art and culture activities, alongside coffee cake and food share to raise money for East Anglia Air Ambulance. **NB date could be different eg possibly Friday 1st June if date clashes with commercial use of Pavilion or Darrin's suggestions for mound work)**

c) Jo Cox Weekend Saturday 23rd June 9am - 2pm Neighbourhood Food Share Fund Raiser alongside youngsters and parents doing various green, sports art and culture activities on Jo Cox Weekend (designated charity tbc)

d) Norfolk Day Friday July 27th - Neighbourhood Food Share Fund Raiser alongside youngsters and parents doing various green, sports art and culture activities. Designated local charity Tbc

e) Go Go Hares Tuesday 28th August 9am -2pm Neighbourhood Food Share Fund Raiser with Council and Friends of TSA Parks alongside youngsters and parents doing various green, sports art and culture activities to raise money for Break Charity [ie in collaboration with 'Go Go Hares'.]

Thank you for your kind consideration on this and we look forward to hearing back from you soon.

Best wishes

Charles Avenue and Beyond Neighbourhood Group*

* This project started with a summer picnic in the Plantation Garden in 2016, and we now hold a weekly social in local venues (at the Cottage Pub and 'The Place' community cafe) alongside arts activities for youngsters and local charity fund raisers. In 2018 we should like to offer more activities. In particular we would like to do more charity events and community (arts and culture) projects at the Recreation Ground on Laundry Lane in collaboration with Friends of Thorpe St Andrew Parks.

Advice

Formal advice and history of this correspondence will be provided at the meeting.

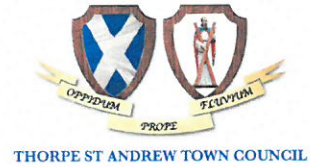
Legal Implications

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

Financial Implications

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

Thorpe St Andrew Town Council



Town Council : 9th April 2018

Laundry Lane Compound

Agenda Item: 11

Reason for this Report

This report has been prepared to request new buildings within the Laundry Lane works compound be prioritised for future capital spends.

Background

The Parks and Estate Manager has been asked to look at the renewal of the Service Yard given the increase in staffing, machinery and responsibilities of the Parks and Estates Dept.

Result

Following a review, the current feedback has been received:

This is where we are with regards to the working and storage conditions within our service yard. The ground conditions during wet periods we are having difficulties accessing the rear sections and buildings continue to allow water ingress.

Can I request that upgrading of buildings and yard surfaces be priorities for future capital projects. we need to be able to maximise our operational facilities to allow the parks and estates team to undertake their duties in a safe and cost effective manner.

Photos are provided in Appendix A

Legal Implications

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

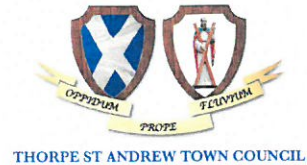
Financial Implications

There are potential financial implications arising from this report.





Thorpe St Andrew Town Council



Town Council : 9th April 2018

Bowls Club Breach

Agenda Item: 12

Reason for this Report

The reason for this report is to approve the works undertaken by the Bowls Club and bring them out of breach.

Background

In April 2015 the Finance and Staff Committee found that unauthorised works had been carried out by the Recreational Bowls Club at Laundry Lane.

Following a report of a surveyor, a schedule of dilapidations was prepared and approved by both the Recreational Bowls Club and the Finance and Staff Committee.

Result

This work has now been undertaken and inspected by the Parks and Estates Manager. The work required has been undertaken to a satisfactory standard.

Advice

The Town Council is asked to formally bring the Bowls Club out of breach and approve ongoing negotiations as per the existing lease.

Legal Implications

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

Financial Implications

There are no financial implications arising from this report.

