

Thorpe St Andrew Town Council Meeting

Minutes of the meeting held on 7th March 2016

199 Present: Mr I Mackie (Deputy Town Mayor)
Mr J Fisher Mr P Berry
Mr L Reeves Miss S Lawn
Mrs T Mancini Boyle Mr N Shaw
Mr D Sears Mrs J Fisher
Mr M Pickess Mr J Emsell
Mr F Bowe
Mr R Robson

Apologies: Mr J Ward (Town Mayor), Mr N Hancock, Mr R Wooden

In attendance: Mr T. Foreman (Town Clerk), Mr L Powell (Archant), Ms R Harvie (Century Films Ltd), Ms L Chuter (Century Films Ltd), Mr M Olesen (Norfolk Constabulary), Mr M Martins

200 Declarations of interest in items on the agenda.
None

201 To confirm the minutes of the Town Council meeting held on 1st February 2016
The minutes of the meeting held on 1st February 2016 were agreed and signed as a true record.

202 Announcements (For information only)
To receive announcements from
(i) The Town Mayor- The report of the Town Mayor was noted by the Town Council

(ii) The Clerk- Mr T Foreman updated the Town Council on his activities during the previous month focusing on the proposed closure of Vane Close to incoming school traffic. Mr T Foreman explained that he had been contacted by a documentary company regarding the closure who were in attendance in case Members had any questions.

203 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 mins each
The Meeting was suspended following a proposal from Mr Mackie, seconded by Miss S Lawn.
(i) Norfolk Constabulary- Mr M Olesen provided an overview of the month's crime statistics. Mr Olesen explained the system for coding crimes within the town and gave a detailed breakdown of the areas crimes has been reported. The Town Council noted this report.

(ii) County and District Councillors – For the County Council Mr I Mackie explained that the County Council had agreed a Council tax rise of 3.99% with a 2% rise for Adult Social Care. A number of cuts including library and Fire Station cuts were reversed. Mr N Shaw stated that he was due to attend high level meetings as part of his work with the Strategic Aviation Special Interest Group. For the District Council Mrs T Mancini-Boyle explained there would be no precept rise and no reduction in services.

(iii) Members of the public- Mr M Martins spoke with regard to the River Green moorings and felt that the river bank could revert to natural rushes instead of continued quayheading. Mr I Mackie explained that the weight of the nearby major truck road and significant development meant if the quayheading should fail River Green may slide towards the river.

With regard to the Vane Close road closure, Ms R Harvie provided an overview of the types of documentary films Century Films Ltd had previously undertaken, insisting that their role was to observe rather than dramatize what was happening. Furthermore Ms Harvie explained that school parking is a major issue throughout the UK and felt that the approach of the Town Council was interesting and worthy of inclusion on a programme looking at problem parking. Miss S Lawn explained that the Town Council was not looking to vilify or cast blame, but purely draw attention to the issue of children's safety outside this school. The Town Council thanked Ms Harvie for her attendance and looked forward to working with Century Films Ltd.

204 Finance

- (i) Payments List: Voucher numbers 1005-1115, totalling £32,087.34 were noted.
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.
- (iii) It was AGREED to request Pauline James complete the Town Council annual internal audit for 2015/16.

205 Draft Minutes of Committee Meetings

- (i) Plans Meeting 8th February 2016 were noted
- (ii) Events and Media 22nd February 2016 were noted

206 (i) Town Amenities Officer's Report

This report was noted.

(ii) Tree Wardens Report

This report was noted

207 Temporary Office Relocation

Mr T Foreman explained that the relocation of the Town Council office which was approved at the February 2016 Town Council meeting had been successfully completed within the past week. Particular thanks were offered by Mr Foreman to the office and amenities teams who managed the move seamlessly. The Town Council asked for gratitude for the efforts of the staff to be recorded in the minutes and noted this report.

208 Lease for St Andrews Football Club

The Town Council considered the report outlining the request from St Andrews Football Club for an additional 25 years to be added to its 9 year lease due to the grant funding requirements for tenure. Mr T Foreman explained that the extension and refurbishment plans by the Football Club had been supported in previous meetings by the Town Council and that there were no ongoing costs for the proposed lease extension. Mr P Berry explained that the Club was well supported within the town and Mr I Mackie felt that proposed plans would ensure its future viability. It was proposed by Mr I Mackie, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to extend the lease by a further 25 years.

209 Bowls Club Lease

Mr T Foreman provided an overview of the draft lease proposed for the Bowls Club following the ongoing negotiations. Mrs T Mancini-Boyle stated support for the new lease as the terms appeared to strike the balance required for both the Bowls Club and the Town Council. Mr I Mackie felt that the terms were agreeable and that no variations on the draft lease were required. It was proposed by Mr I Mackie, seconded by Mr L Reeves and on a show of hands with all in favour **RESOLVED** to approve the signing of the new lease in due course with the Town Council seal to be attached.

210 Donation request from Cruse Bereavement Care

The donation request from Cruse Bereavement Care was discussed by the Town Council. Mr T Foreman indicated that there were funds available, however a Thorpe St Andrew based charity had indicated it may need investment in the forthcoming year to continue its work. There was much discussion about ways in which support could be offered to the charity including financial and logistical support. It was proposed by Miss S Lawn, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** to decline the funding request for Cruse Bereavement Care and earmark the remaining donation budget line into the 2016/17 budget line in case funds are required by the Thorpe based charity.

211 SAM2 Results

The results of the SAM2 signs which were located on Plumstead Road East. Mr L Reeves explained that many cars accelerate from the mini roundabout at the junction of Thunder Lane through Plumstead Road East. Mr I Mackie stated his surprise at the instances of vehicles travelling in excess of 70mph on a 30mph restricted road and asked that an article be included in the next edition of Thorpe St Andrew News regarding this. Mr M Pickess asked for the next SAM2 location to be the Ring Road, Mr T Foreman confirmed this would be the case. This report was noted by the Town Council

Future Agenda Items. (Not for discussion) None

Town Council meeting 4th April 2016

Date of next Plans meeting 14th March 2016

Date of next Finance & Staff meeting 21st March 2016

With no other business the meeting concluded at 21.00hrs

Signed_____

Date_____

27th March 2016

Report from Councillor John Ward

Broadland District Council

Broadland was ranked as the most peaceful local authority area in the UK by the Institute for Economics and Peace in their inaugural UK Peace Index in 2013.

Grants of up to £1000 are on offer to community groups in Broadland for projects that improve the energy efficiency of a building. Details from the Energy Team at BDC energy@broadland.gov.uk

Norfolk County Council

A new joint initiative has been launched by Norfolk Fire & Rescue Service and East of England Ambulance Service which will see fire personnel mobilised, instead of the police, to force an entry where necessary when there is concern for the welfare of a patient inside a property.

Norfolk Museum Service has been shortlisted in the Education category in the Museum & Heritage Awards. This is very much the Oscars of the heritage industry and the winners will be announced on 18th May in London.

As the nation gets ready to celebrate the 400th Anniversary of Shakespeare's death, Norfolk Library Service will be promoting "Shakespeare Rewritten". A promotion of 20 modern books inspired by his popular stories. The promotion runs until 16th April.

On 22nd March, I attended the Youth Parliament election result at County Hall. 40,000 of those eligible, voted, a 51% turnout. There were 27 candidates for the 9 vacancies. The successful candidate for Norwich North was Charlotte Snell with 1141 votes with her nearest rival getting 1012 votes.

Devolution – highlights of the current offer:-

- £1.6 billion of new money to support economic growth over the next 30 years. £65m per year for the next 5 years then £30m thereafter.
- Region to take control of devolved transport budget.
- New powers over infrastructure, developing skills for employment and improving our health and social care system.
- £175m of capital grant for new homes.
- A combined authority chaired by an elected mayor and a cabinet of elected representatives from the partner authorities.
- The draft agreement will now be debated in each of the Councils in the Region.

30 March 2016 (2015/16)

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,116	Fenn salary	01/03/2016		Bank 1 Current Ac	dd	Fenn pension	Norfolk Pension Fund	X	61.67	0.00	61.67
1,117	Fenn - pension employe	01/03/2016		Bank 1 Current Ac	dd	Fenn employers pension	Norfolk Pension Fund	X	229.86	0.00	229.86
1,118	Sayer salary	01/03/2016		Bank 1 Current Ac	dd	Sayer pension	Norfolk Pension Fund	X	137.08	0.00	137.08
1,119	Sayer - pension employe	01/03/2016		Bank 1 Current Ac	dd	Sayer employers pension	Norfolk Pension Fund	X	432.33	0.00	432.33
1,120	Kiddell salary	01/03/2016		Bank 1 Current Ac	dd	Kiddell pension	Norfolk Pension Fund	X	82.17	0.00	82.17
1,121	Kiddell - pension employe	01/03/2016		Bank 1 Current Ac	dd	Kiddell employers pension	Norfolk Pension Fund	X	290.42	0.00	290.42
1,122	Bass - salary	01/03/2016		Bank 1 Current Ac	dd	Bass pension	Norfolk Pension Fund	X	41.45	0.00	41.45
1,123	Bass - pension employe	01/03/2016		Bank 1 Current Ac	dd	Bass employers pension	Norfolk Pension Fund	X	154.48	0.00	154.48
1,124	Mr T Foreman	01/03/2016		Bank 1 Current Ac	dd	Foreman pension	Norfolk Pension Fund	X	177.55	0.00	177.55
1,125	Foreman - pension emp	01/03/2016		Bank 1 Current Ac	dd	Foreman TC Pension	Norfolk Pension Fund	X	559.96	0.00	559.96
1,126	Calver salary	01/03/2016		Bank 1 Current Ac	dd	Calver pension	Norfolk Pension Fund	X	82.17	0.00	82.17
1,127	Calver pension employe	01/03/2016		Bank 1 Current Ac	dd	Calver pension employer	Norfolk Pension Fund	X	290.42	0.00	290.42
1,128	Office telephone	07/03/2016		Bank 1 Current Ac	dd	Mobile - office	O2	S	27.80	5.56	33.36
1,129	Telephone	07/03/2016		Bank 1 Current Ac	dd	Mobile telephones - Rec	O2	S	51.38	10.28	61.66
1,130	Fuel	07/03/2016		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	84.33	16.87	101.20
1,131	Office rent	08/03/2016		Bank 1 Current Ac	6966	Rent and service charge	Dussindale Community	E	663.12	0.00	663.12
1,132	Office rent	08/03/2016		Bank 1 Current Ac	6966	Lettings - Duss CC	Dussindale Community	E	150.00	0.00	150.00
1,133	Office equipment	08/03/2016		Bank 1 Current Ac	6967	Goods	Espo	S	180.00	36.00	216.00
1,134	Building maintenance	08/03/2016		Bank 1 Current Ac	6968	Padlocks	A C Leigh	S	10.96	2.19	13.15
1,135	Building maintenance	08/03/2016		Bank 1 Current Ac	6968	Cylinder	A C Leigh	S	45.00	9.00	54.00
1,136	Office equipment	08/03/2016		Bank 1 Current Ac	6968	Archive locks/cylinders	A C Leigh	S	19.60	3.92	23.52
1,137	Cleaning bus shelters	08/03/2016		Bank 1 Current Ac	6969	Cleaning bus shelters	R Marmoy	E	90.00	0.00	90.00
1,138	Legal charges	08/03/2016		Bank 1 Current Ac	6970	Legal fees - Commonwea	Norfolk County Council	S	136.20	26.04	162.24
1,139	Energy charge	08/03/2016		Bank 1 Current Ac	6971	Streetlight-energy charge	Southern Electric	S	1,340.56	249.65	1,590.21
1,140	Building maintenance	08/03/2016		Bank 1 Current Ac	6972	Barrier repairs / service	Tailor Made Metal Fabric	S	717.22	143.44	860.66
1,141	Fitz Morse Cleaning	08/03/2016		Bank 1 Current Ac	6973	Cleaning - Fitz Morse Rox	Town and Country Clear	E	1,380.00	0.00	1,380.00
1,142	Bottle bank	08/03/2016		Bank 1 Current Ac	6974	Recycling glass payment	URM UK	S	11.55	2.31	13.86
1,143	Telephone	08/03/2016		Bank 1 Current Ac	dd	Telephone - Office	Talk Talk	S	59.41	11.88	71.29
1,144	Telephone	08/03/2016		Bank 1 Current Ac	dd	Telephone - Morse Pavili	Talk Talk	S	12.83	2.57	15.40
1,145	Telephone	08/03/2016		Bank 1 Current Ac	dd	Telephone - Fitz Pavilion	Talk Talk	S	-13.05	-2.61	-15.66
1,146	Photocopier Lease	14/03/2016		Bank 1 Current Ac	dd	Photocopying	First Copy	S	46.87	9.38	56.25
1,147	Fenn salary	15/03/2016		Bank 1 Current Ac	dd	Fenn pension	Norfolk Pension Fund	X	61.67	0.00	61.67
1,148	Fenn - pension employe	15/03/2016		Bank 1 Current Ac	dd	Fenn employers pension	Norfolk Pension Fund	X	229.86	0.00	229.86
1,149	Sayer salary	15/03/2016		Bank 1 Current Ac	dd	Sayer pension	Norfolk Pension Fund	X	137.08	0.00	137.08
1,150	Sayer - pension employe	15/03/2016		Bank 1 Current Ac	dd	Sayer employers pension	Norfolk Pension Fund	X	432.33	0.00	432.33
1,151	Kiddell salary	15/03/2016		Bank 1 Current Ac	dd	Kiddell pension	Norfolk Pension Fund	X	82.17	0.00	82.17

C/N 6965 cancelled

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,152	Kiddell - pension employ	15/03/2016		Bank 1 Current Ac	dd	Kiddell employers pension	Norfolk Pension Fund	X	290.42	0.00	290.42
1,153	Bass - salary	15/03/2016		Bank 1 Current Ac	dd	Bass pension	Norfolk Pension Fund	X	41.45	0.00	41.45
1,154	Bass - pension employee	15/03/2016		Bank 1 Current Ac	dd	Bass employers pension	Norfolk Pension Fund	X	154.48	0.00	154.48
1,155	Mr T Foreman	15/03/2016		Bank 1 Current Ac	dd	Foreman pension	Norfolk Pension Fund	X	177.55	0.00	177.55
1,156	Foreman - pension emp	15/03/2016		Bank 1 Current Ac	dd	Foreman TC Pension	Norfolk Pension Fund	X	559.96	0.00	559.96
1,157	Calver salary	15/03/2016		Bank 1 Current Ac	dd	Calver pension	Norfolk Pension Fund	X	82.17	0.00	82.17
1,158	Calver pension employee	15/03/2016		Bank 1 Current Ac	dd	Calver pension employer	Norfolk Pension Fund	X	290.42	0.00	290.42
1,159	Building maintenance	15/03/2016		Bank 1 Current Ac	6975	Goods	Mrs J Fenn - petty cash	S	15.98	1.80	17.78
1,160	Rent and deposit	15/03/2016		Bank 1 Current Ac	6975	Allotment key deposit	Mrs J Fenn - petty cash	E	5.00	0.00	5.00
1,161	Mr T Foreman	15/03/2016		Bank 1 Current Ac	6976	March salary	Mr T Foreman	X	1,889.45	0.00	1,889.45
1,162	Fenn salary	15/03/2016		Bank 1 Current Ac	6977	March salary	Mrs Fenn	X	974.56	0.00	974.56
1,163	Bass - salary	15/03/2016		Bank 1 Current Ac	6978	March salary	Mrs F Bass	X	642.29	0.00	642.29
1,164	Sayer salary	15/03/2016		Bank 1 Current Ac	6979	March salary	Mr D Sayer	X	1,604.53	0.00	1,604.53
1,165	Mileage	15/03/2016		Bank 1 Current Ac	6979	Mileage	Mr D Sayer	X	18.90	0.00	18.90
1,166	Kiddell salary	15/03/2016		Bank 1 Current Ac	6980	March salary	Mr R Kiddell	X	1,168.17	0.00	1,168.17
1,167	Calver salary	15/03/2016		Bank 1 Current Ac	6981	March salary	Mr J Calver	X	1,155.14	0.00	1,155.14
1,168	Dussindale water charge	15/03/2016		Bank 1 Current Ac	6982	Water charges - Duss All	Anglian Water	E	68.85	0.00	68.85
1,169	Building maintenance	15/03/2016		Bank 1 Current Ac	6983	Cycle rack	Espo	S	164.00	32.80	196.80
1,170	Fenn salary	15/03/2016		Bank 1 Current Ac	6984	Fenn tax/nic	HMRC	X	85.02	0.00	85.02
1,171	Fenn - NIC employer	15/03/2016		Bank 1 Current Ac	6984	Fenn employers nic	HMRC	X	39.85	0.00	39.85
1,172	Sayer salary	15/03/2016		Bank 1 Current Ac	6984	Sayer - tax/nic	HMRC	X	367.31	0.00	367.31
1,173	Sayer - NIC employer	15/03/2016		Bank 1 Current Ac	6984	Sayer employers nic	HMRC	X	142.56	0.00	142.56
1,174	Kiddell salary	15/03/2016		Bank 1 Current Ac	6984	Kiddell tax/nic	HMRC	X	166.33	0.00	166.33
1,175	Kiddell - NIC employer	15/03/2016		Bank 1 Current Ac	6984	Kiddell employers nic	HMRC	X	70.57	0.00	70.57
1,176	Bass - salary	15/03/2016		Bank 1 Current Ac	6984	Bass tax/nic	HMRC	X	69.84	0.00	69.84
1,177	Bass - NIC employer	15/03/2016		Bank 1 Current Ac	6984	Bass employers nic	HMRC	X	1.61	0.00	1.61
1,178	Mr T Foreman	15/03/2016		Bank 1 Current Ac	6984	Foreman tax/nic	HMRC	X	549.50	0.00	549.50
1,179	Foreman employers nic	15/03/2016		Bank 1 Current Ac	6984	Foreman employers nic	HMRC	X	207.31	0.00	207.31
1,180	Student loan	15/03/2016		Bank 1 Current Ac	6984	Student Loan	HMRC	X	115.00	0.00	115.00
1,181	Calver salary	15/03/2016		Bank 1 Current Ac	6984	Calver tax/nic	HMRC	X	179.36	0.00	179.36
1,182	Calver -employers nic	15/03/2016		Bank 1 Current Ac	6984	Calver employers nic	HMRC	X	102.21	0.00	102.21
1,183	Maintenance contract	15/03/2016		Bank 1 Current Ac	6985	Street light - maintenance	Pearce & Kemp	S	659.40	131.88	791.28
1,184	Rent and deposit	15/03/2016		Bank 1 Current Ac	6986	Allotment deposit refund	M Sault	E	25.00	0.00	25.00
1,185	Building maintenance	15/03/2016		Bank 1 Current Ac	6987	Electrical goods	M D Thompson	S	30.07	6.02	36.09
1,186	Building maintenance	15/03/2016		Bank 1 Current Ac	6988	CCTV upgrade Morse	Vincent Security	S	1,400.00	280.00	1,680.00
1,187	Building maintenance	21/03/2016		Bank 1 Current Ac	dd	Goods	Business card	S	87.93	12.69	100.62
1,188	Miscellaneous	21/03/2016		Bank 1 Current Ac	dd	Goods	Business card	E	16.72	0.00	16.72
1,189	Postage	21/03/2016		Bank 1 Current Ac	dd	Redirection of mail	Business card	E	160.00	0.00	160.00
1,190	Town Hall	21/03/2016		Bank 1 Current Ac	dd	Tv and trolley	Business card	S	483.13	20.83	503.96

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,191	Office telephone	21/03/2016		Bank 1 Current Ac	dd	Telephone	Talk Talk	S	13.82	2.76	16.58
1,192	Electricity	21/03/2016		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	281.37	56.27	337.64
1,193	Electricity	21/03/2016		Bank 1 Current Ac	dd	Electricity - Village Hall	Opus Energy	L	61.27	3.06	64.33
1,194	Electricity	21/03/2016		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	L	36.61	1.83	38.44
1,195	Electricity	21/03/2016		Bank 1 Current Ac	dd	Electricity - floods/workst	Opus Energy	L	75.89	3.79	79.68
1,196	Telephone	21/03/2016		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	8.00	1.60	9.60
1,197	Fuel	21/03/2016		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	101.10	20.22	121.32
1,198	Cleaning materials	21/03/2016		Bank 1 Current Ac	dd	Cleaning trolley	Business card	S	124.83	24.97	149.80
1,199	Shrub bed/tidy front	22/03/2016		Bank 1 Current Ac	6989	Shingle	Baileys of Norfolk	S	39.00	7.80	46.80
1,200	Building maintenance	22/03/2016		Bank 1 Current Ac	6990	Blockage cleared	Blockbuster	S	85.00	17.00	102.00
1,201	Electricity	22/03/2016		Bank 1 Current Ac	6991	Electricity - River Green	E.on	L	58.02	2.90	60.92
1,202	Miscellaneous	22/03/2016		Bank 1 Current Ac	6992	Clocks	Espo	S	31.32	6.26	37.58
1,203	Morse - gas/expenditure	22/03/2016		Bank 1 Current Ac	6992	Gas charges - Morse	Espo	S	146.47	29.29	175.76
1,204	Tree Plantation - mowin	22/03/2016		Bank 1 Current Ac	6993	Tree plantation	Norse	S	58.33	11.67	70.00
1,205	Field maintenance contr	22/03/2016		Bank 1 Current Ac	6993	Field Maintenance - Rec	Norse	S	544.86	108.97	653.83
1,206	Shrub bed - St Will Loke	22/03/2016		Bank 1 Current Ac	6993	St Williams Loke - prunin	Norse	S	7.17	1.43	8.60
1,207	Field maintenance contr	22/03/2016		Bank 1 Current Ac	6993	Field Maintenance - Duss	Norse	S	496.10	99.22	595.32
1,208	Commisioners Cut - picr	22/03/2016		Bank 1 Current Ac	6993	Picnic area maintenance	Norse	S	41.61	8.32	49.93
1,209	Mowing contracts	22/03/2016		Bank 1 Current Ac	6993	Mowing contract	Norse	S	226.77	45.35	272.12
1,210	Hillside maintenance	22/03/2016		Bank 1 Current Ac	6993	Hillside allotment maint	Norse	S	11.53	2.31	13.84
1,211	Shrub bed/tidy front	22/03/2016		Bank 1 Current Ac	6993	Village Hall grounds main	Norse	S	26.25	5.25	31.50
1,212	Soccer marking	22/03/2016		Bank 1 Current Ac	6993	Soccer marking	Norse	S	190.34	38.07	228.41
1,213	Soccer mark/additional	22/03/2016		Bank 1 Current Ac	6993	Soccer marking	Norse	S	285.50	57.10	342.60
1,214	Maintenance contract	22/03/2016		Bank 1 Current Ac	6994	Street light - maintenanc	Pearce & Kemp	S	659.40	131.88	791.28
1,215	Tools - equipment	22/03/2016		Bank 1 Current Ac	6995	Tools	Trade UK	S	125.58	25.13	150.71
1,216	Training Health & Safet	22/03/2016		Bank 1 Current Ac	6996	Goods	Travis Perkins	S	136.92	27.38	164.30
1,217	Wheeled/litter/dog bins	29/03/2016		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	43.44	8.69	52.13
1,218	Wheeled/litter/dog bins	29/03/2016		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	43.44	8.69	52.13
1,219	Vehicle lease	29/03/2016		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
1,220	Telephone	29/03/2016		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
1,221	Hillside water charges	29/03/2016		Bank 1 Current Ac	6997	Water charges - Hillside /	Anglian Water	E	72.85	0.00	72.85
1,222	Building maintenance	29/03/2016		Bank 1 Current Ac	6998	Pat testing	Facit Testing Ltd	S	25.00	5.00	30.00
1,223	Building maintenance	29/03/2016		Bank 1 Current Ac	6999	Keys	A C Leigh	S	18.00	3.60	21.60
1,224	Building maintenance	29/03/2016		Bank 1 Current Ac	7000	Electrical goods	M D Thompson	S	63.76	12.75	76.51
1,225	Materials engineering/i	29/03/2016		Bank 1 Current Ac	7001	Goods	Trade UK	S	57.21	11.45	68.66
1,226	Building maintenance	29/03/2016		Bank 1 Current Ac	7002	Electrical work - Roxley Hi	C R Wilson	E	165.00	0.00	165.00
1,227	Building maintenance	29/03/2016		Bank 1 Current Ac	7002	Electrical work - Roxley Hi	C R Wilson	E	90.00	0.00	90.00

30 March 2016 (2015/16)

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
								Total	27,491.73	1,858.81	29,350.54

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE PLANS COMMITTEE MEETING
HELD ON 14th March 2016**

PRESENT:

Mr J Fisher	Mr. R Robson
Mr F Bowe	Mr P Berry
Mr M Pickess	
Mr D Sears	

59. In Attendance: Mr T Foreman (Town Clerk), Mr L Powell (Archant), 15 members of the public

Apologies for Absence: Mr N Hancock

60. Declarations of Interest: None

61. Minutes of meeting held on 8th February 2016

The minutes of the meeting held on 8th February 2016 were signed and approved as a true record.

62. Planning Items Raised by Residents

A number of residents spoke in opposition of the application 20151132 Oasis Sports and Leisure. The objections centered upon the:

- Lack of information about the specific number of dwellings on the application
- Demolition of the historic house and loss of local heritage
- Ecological and legal issues relating to the proposed development on meadow land which borders a wildlife site and is subject to a s.52 agreement.

Two residents asked for more information about the Pinebanks and Griffin Lane applications and were informed by Mr J Fisher that these were concerning administrative matter opposed to any significant changes in the original planning application.

63. Planning Applications

20151132	Oasis Sports & Leisure 4 Pound Lane	Re-development of Oasis Leisure Club Including- 1. Erection of Replacement Spa & Wellbeing Club (Full Planning) 2. Provision of 19 No Residential Units (Outline Planning) Revised Proposal
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OBJECTION: Until the finalised plans are provided with the correct number and location of the proposed dwellings the Committee cannot comment. However it was noted that development on the meadow and demolition of the historic house remained part of the plans despite longstanding objections and it is hoped these will be taken into account with any future application.

The Committee looks forward to receiving a full application in due course.

20160175	4 Hillside Avenue	Two Storey Side Extension
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No objections

20160237	Pinebanks 9 Yarmouth Rd	Application for variation of Conditions 1,4,5,6,7,8,9,11,13,15,16,17,18,19,20 23 & 25
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No objections

20160243	Land at Griffin Lane	Application for Variation of Conditions 1,5,6,7,9,11,12,15,16,17 & 20 of Planning Permission 20130650 Erection of up to 71 Dwellings & Community Building & Construction of New Access Together with associated Infrastructure, Open space, roads & Landscaping (outline)
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No objections

20160297	108 South Hill Road	Erection of a Two-Storey Side Extension with Two-Storey Rear Wrap around Extension
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BA/2016/0039/FUL	Solar Flare 3 the Moorings	Replacement chalet, repairs to existing Walkways and decking & replacement Fence
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No objections

**BA/2015/0050/TCA- ADVICE ONLY- Consent for tree works at Thorpe Hall, Yarmouth Road. Fell-Cedar/Cherry/Horse chestnut.
Pollard & Thinning- Weeping Willow**

Noted

Confidential- Enforcement Notices – Noted

Urgent Matters not on the Agenda but previously discussed with the Chairman.
None.

Meeting closed at 21.15hrs

Thomas Foreman Town Clerk

Date of next meetings

Finance & Staff 21st March 2016

Town Council 4th April 2016

Plans meeting 11th April 2016

Signed _____

Date _____

**Minutes of Finance and Staffing Committee Meeting
held on 21st March 2016**

1. PRESENT:

Mr I Mackie (Chairman) Miss S Lawn
Mr F. Bowe
Mr J. Emsell
Mrs T. Mancini-Boyle

IN ATTENDANCE: Mr T Foreman (Town Clerk), Jeanine Fenn (Deputy Clerk and RFO), Darrin Sayer (Town Amenities Officer)

APOLOGIES FOR ABSENCE

Mr J. Ward, Mr L Reeves

2. Declarations of Interest

None

3. Minutes of Meeting held on 18th January 2016

Minutes of the meeting held on 18th January 2016 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

5. Finance

i. Summary of Receipts and Payments

The summary of receipts and payments was considered and noted.

ii. Summary of cost centre and codes

Mrs J Fenn provided an overview of the summary of cost centre and codes. It was agreed that the funds for the allotments be earmarked for additional storage containers planned for the sites. The capital balance of £5,911 for street lights was agreed by the Committee to be earmarked towards the cost of the River Green project. If the contingency fund for the 2015/16 totalling £5,550 is not used it will be placed in capital reserves.

The remaining balance of £2,403 for delegated verge cutting will be earmarked for verge improvement with a quote expected from Norfolk County Council for this work.

The balance of underspend on the Dussindale Park and Fitzmaurice Pavilion cost code will be earmarked towards the five year building maintenance plan.

The Newsletter cost code will be encompassed in the Events code in 2016/17 and any underspends will be earmarked for communication and future resident publications.

Underspend on the s.137 payments and donations will be earmarked for supporting the local charities in 2016/17.

The underspend on the website cost code will be earmarked for the upgrade to the Councils website and email hosting in 2016/17.

iii. Cost centre variance report

The cost centre variance report was considered and noted.

iv. Capital spend

The capital spend report was considered and noted.

v. Events – income and expenditure

The receipts and payments for the Events were considered and noted.

vi. Earmarked Reserves – Projects – Grants, New Homes Bonus, s106

The earmarked reserves were considered by the committee.

It was agreed that the total earmarked sum for allotment containers be increased from £3,500 to £3,700.

In addition the £8,000 for the River Green project will be earmarked for the project again in 2016/17 alongside the additional £5,911 from the streetlight underspend. The remaining CIL income totalling £1,491.76 will be allocated towards the bus shelter agreed by Town Council for Dussindale Drive.

The Committee agreed the earmarked reserves.

vii. Annual Review of the effectiveness of internal audit

The annual review of effectiveness of internal audit was approved by the Committee.

viii. Annual Review of the effectiveness of internal control

The annual effectiveness of internal control was approved by the Committee.

ix. Annual Review of TSATC Financial Regulations

The financial regulations were approved by the Committee

x. Annual Review of RFO Job Description

The Responsible Financial Officer job description was reviewed and agreed with no amendments.

xi. Annual Review of Risk Assessments

Mrs J Fenn gave an oral update on the annual review of risk assessments, these were agreed by the Committee.

xii. Buildings and Amenities Projected spend 2016/17, 2017/18, 2018/19, 2019/20

The Committee considered the proposed building and amenities 5 year plan. It was agreed that the plan was required and the maintenance deficit of £5000 which was the difference between the budget and estimated spend is to be funded from Capital spend.

6. Request for Funding – Thorpe Ferry Ltd.

The Committee considered the request for funding from Thorpe Ferry Ltd. There was discussion relating to the repayment of the conditional grant from Thorpe Ferry Ltd and the plans outlined by the company. The committee **REJECTED** the funding request.

7. River Green Flower Pole Project

Mr D Sayer provided an overview of the River Green project and highlighted the options for the location, size and design of the proposed flower and light poles. Miss S Lawn explained that the height of the poles should be at least the same as the current poles in place. Mr I Mackie asked that the flower poles should be spaced to cover the full length of River Green rather than the current number which only cover half the distance. Mr I Mackie identified the pavement as the best position for the poles given the root and conservation restrictions on River Green highlighted in the report. The committee requested that quotations for 4 metre poles with 40w lamps to be located on the pavement be bought to Finance and Staff before progressing to the Town Council.

8. Sponsorship Opportunities

Mr T Foreman provided an overview of sponsorship opportunities available to the Council based on best practice examples from principle and Town Council's across the UK. Mr I Mackie explained that there was a need to look for support in funding services and Miss S Lawn felt that event sponsorship would be a positive step for businesses to promote their services. It was proposed by Mr I Mackie, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** for the following sponsorship options to be made available to local businesses:

- Event sponsorship
- Park Project sponsorship
- Bus Shelter sponsorship
- Tree planting sponsorship
- Hanging basket and Planter sponsorship
- Commercial vehicle and trailer sponsorship
- Noticeboard sponsorship (subject to planning restrictions)
- Litter bin sponsorship in parks
- Uniform sponsorship
- Park fencing sponsorship

With the arrangement of the sponsorship delegated to the Town Clerk and final approval of the sponsors to be given by the Finance and Staff Committee

Future agenda items: Parks project, River Green project, Town Hall developments

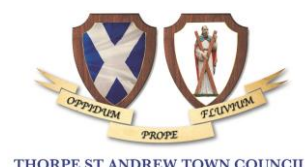
With no other business the meeting closed at 20.45 hrs

Date of next meeting: 18th April 2016

Chairman_____

Date_____

Thorpe St Andrew Town Council



Town Council : 4th April 2016

Amenity Bin Services

Agenda Item: 219

Reason for this Report

This report has been prepared for the Town Council to choose its preferred contractor for parks and amenity waste removal for 2016/17.

Background

The Town Council owns approx. 22 litter bins and 16 dog bins across the Recreation Ground, Fitzmaurice Park, River Green and the Tree Plantation. The contents of these bins are emptied and disposed of on a weekly visit by the current contractor.

Result

As the beginning of the new financial year begins the contract renewal is due. Three quotes have been sourced for the current 1 weekly emptying and disposal. Costs are given for the two main parks (Recreation Ground and Fitzmaurice Park) as River Green is excluded for comparison.

The quotations for the existing contract frequency is as follows

Supplier	Cost per year (£) (exc. River Green)
A	5341.44
B	5241.60
C	4206.00

Dependent upon the supplier chosen variations on the contract may be considered in the future including dog fouling marking/reporting and litter picking.

Advice

The Town Council is not bound to accept the lowest quotation for its services, but should give reasons for the decisions where the lowest cost is not awarded a contract. All suppliers have been checked to ensure ability and longevity in undertaking the contract.

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

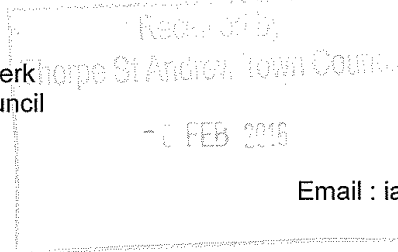
There are financial implications arising from this report.



Norfolk County Council

Community and Environmental
Services
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2SG

Thomas Foreman – Town Clerk
Thorpe St Andrew Town Council
Dussindale Centre
Pound Lane
Thorpe St Andrew
NR7 0S



Tel: 0344 800 8020
Fax: 01603 223219
Minicom: 0844 800 8011
Email : ian.sharman@norfolk.gov.uk
DX 135927 NORWICH 13

Please ask for: Ian Sharman
Contact number: 01603 222902

Your ref:
My ref: IS/42149/HP457/3
Date: 4th February 2016

Dear Mr Foreman

**Re: Section 53 of the Wildlife and Countryside Act 1981
Modification application for the addition of a public footpath to the Definitive
Map and Statement for the Town of Thorpe St Andrew**

The County Council has decided to uphold your application and will be making an Order adding to the Definitive Map and Statement the claimed way as a public footpath. The Notice of Decision is enclosed together with an informative note outlining the reasons for our decision, and a plan showing the path as a bold black line.

Please note that the addition of a public footpath to the definitive map and statement will **not** give a right to the public to drive or park vehicles on the way.

The relevant Order will be made in due course and any formal objections should be sent to the County Council at that time. Due to the fact that the footbridge over the railway line at the southern end of the claimed route is currently closed for maintenance the order will not be made until the bridge has reopened, this is currently scheduled to be at the end of March. However, if you wish to discuss this matter in the meantime, then please do not hesitate to contact this office.

Yours sincerely

Ian Sharman
Case Officer



INVESTOR IN PEOPLE

NORFOLK COUNTY COUNCIL

Section 53 of the Wildlife and Countryside Act 1981

Modification application for the addition of a public footpath to the Definitive

Map and Statement for the Town of Thorpe St Andrew

NOTICE OF DECISION

On the 16 October 2013 the Norfolk County Council registered an application submitted by Thorpe St Andrew Town Council, Dussindale Centre, Pound Lane, Thorpe St Andrew, NORWICH, NR7 0SR for the modification of the Definitive Map and Statement of Public Rights of Way by the addition of a footpath in the Town of Thorpe St Andrew. The path is shown as a bold black line on the attached map.

Norfolk County Council hereby give Notice of their Decision to make an Order under Section 53 of the Wildlife and Countryside Act 1981 on the basis of:

S53(3)(b) the expiration, in relation to any way in the area to which the map relates, of any period such that the enjoyment by the public of the way during that period raises a presumption that the way has been dedicated as a public path or a restricted byway.

S53(3)(c)(i) of the discovery by the authority of evidence which (when considered with all other relevant evidence available to them) shows that a right of way which is not shown in the map and statement subsists or is reasonably alleged to subsist over land in the area to which the map relates, being a right of way such that the land over which the right subsists is a public path or a restricted byway.

The Order, if confirmed, will modify the Definitive Map by the addition of a **public footpath** running from the A1242 Yarmouth Road to Thorpe St Andrew Footpath No. 5.

Notice of the making of the Order will be given in accordance with Schedule 15 of the said Act.

If no objections are received the Council will confirm the Order. If any objection is duly made and not withdrawn, the Council will submit the Order to the Secretary of State for Environment, Food and Rural Affairs for confirmation.

Dated 4th day of February 2016

Victoria McNeill

County Hall
Martineau Lane
Norwich
NR1 2DH

Victoria McNeill
Head of Law

INFORMATIVE NOTE

This note is not a formal or complete representation either of the Council's position or of the law. It serves to set out some of the central issues which informed the Council's decision. A fuller report is held on the County Council's files. You may wish to seek your own legal advice upon the issues raised.

Having considered all the legal tests, the County Council has decided **to make** an Order in this case. Among matters considered by the Council in making this decision are the following:-

The County Council was provided with a sufficient amount of evidence of frequent public use of the route on foot covering a relevant 20 year period and beyond with no evidence of challenge.

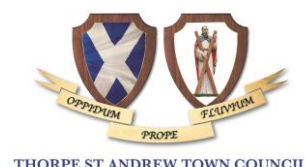
The County Council also carried out research considering historic maps and other documents. The Bryants' Map of 1826 shows the route leading to a foot ferry. The Railway Deposit Plans of 1859 describe the route as 'Road and Footpath' owned, along with others, by the Surveyors of Highways. In the Railway Plans and Reference Book, Parliamentary Session of 1864 the route is described as a Public Footpath owned by the Surveyors of Highways. The altered Tithe Apportionment of 1892 shows the route coloured in the same way as other routes we now know to be public and the 1910 Finance Act Valuation plan show the route as uncoloured which can suggest public status as well as a route used for access by multiple properties.

All this evidence taken together with the evidence of use are suggestive that public footpath rights exist along the route and therefore support the addition of the route as a public footpath to the definitive map and statement.

Next Steps - The Council will shortly make the Order which will be copied to you with a covering letter. The letter will set out the next steps in case you want to object or support the Order.

Ian Sharman
Case Officer

Thorpe St Andrew Town Council



Town Council : 4th April 2016

First World War centenary oaks

Agenda Item: 221

Reason for this Report

This report has been prepared to update the Town Council on the progress of the World War One Centenary Memorial planned for River Green.

Background

To mark the centenary of World War One 5 oak trees (*Quercus Robur Fastigiata Koster*) and a garden of poppies will be planted at River Green, with each tree representing those who lost their lives in each year of the First World War.

Result

A planning application with plans and a design statement (see Appendix A) was written and submitted by the Town Amenities Officer to the Broads Authority and has subsequently been accepted with planning approved. It is anticipated that work will be carried out and complete by December 2016, with the oaks being purchased alongside the Park trees previously agreed by the Town Council for the Fitzmaurice Park.

Advice

There is no advice 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 no direct financial implications arising from this report.

Appendix A

DESIGN AND ACCESS STATEMENT

This statement has been prepared in support of the application for Works to Trees in a Conservation Area to fell a total of six category B trees identified by tags 03981 – 03986. The area will then be redesigned to form a permanent 'Garden of Remembrance' to mark the centenary of the fallen military personnel and civilians of the First World War.

The garden will consist of circular 'wild flower' area planted with Poppies (*Papaver Rhoeas*) with a semi-circular backdrop planting of five Oak trees (*Quercus Robur Fastigiata Koster*); each tree representing the sacrifices of both military and civilian lives lost for the individual years of 1914-1918 inclusively.

The application follows pre-application advice given following site meetings held with Mr S Haydon with the present visual/amenity value and retention of the existing 'B' category trees in mind. The design/concept has strong support from Thorpe St Andrew Town Council, it's residents, the Royal British Legion and the Combined Services Association.

APPLICATION SITE APPRAISAL

The application site is a council owned recreational river frontage used by the general public including visiting holiday boat traffic and customers of the Great Yare Ferry Company that provide river bus tours from the quay heading to and from Norwich and the Whitlingham Country Park.

DESIGN PROPOSAL

The aim is to achieve a sustainably durable low maintenance and high quality designed recreational space that fulfils the councils and its resident's wishes to commemorate the centenary of the end of the First World War and remember those that gave the ultimate sacrifice.

The following considerations have therefore been taken into account:

1. The Poppy (wild flower) area supports the internationally recognised symbol of remembrance
2. The international aim to commemorate the centenary of the First World War
3. To provide a permanently accessible memorial facility to complement the existing Thorpe St Andrew War Memorial.

HIGHWAY CONSIDERATIONS

There are no Highway considerations relevant to this proposal, existing access points will be used.

TREES AND HEDGES

All other trees are to be retained. No additional landscaping will be required.

FLOODING

The site provides moorings to the River Yare and as such the Environment Agency website details that there are flooding implications.

ACCESS

The proposals will not lead to any increase in traffic. It is therefore considered to be a sustainable use of the site. Additionally the council wishes to install a three hooped design cycle stand to encourage visitors to use cycling as an alternative method of transport to the locality.

CONCLUSION

The application and proposed design presents a scheme that is both sustainable and appropriate to the setting of the site and its use.

