



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

31.7.18

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 6th August 2018 at 7.30pm for the purpose of transacting the following business.

Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 31 Attendance book and apologies for absence.**
- 32 Declarations of Interest in Items on the agenda.**
- 33 To confirm the minutes of the Town Council meeting held on 2nd July 2018**
- 34 Announcements (For information only)**
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 35 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
- 36 Finance**
 - (i) Payment List – Vouchers 353 to 470 totalling £44,029.68
 - (ii) Bank Reconciliation Statement – to be tabled
- 37 Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 9th July 2018
 - (ii) Finance and Staff Committee held 16th July 2018
- 38 River Green CCTV – Report attached – for decision**
- 39 Proposal for the Purchase of a Public Defibrillator – Report attached – for decision**
- 40 River Green Kiosk Products Proposal – Request from Cllr Mackle – for decision**
- 41 Thorpe Community Visiting Service – Leaflet attached – for Information**
- 42 Norfolk Music Service – Report attached – for decision**
- 43 Request from Thorpe St Andrew High School – Report attached – for decision**
- 44 ‘Single-Use’ Plastic Free Thorpe St Andrew – Report attached – for decision**
- 45 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**
- 46 Collaborative Working – Statement by the Town Mayor**

Future Agenda Items. (Not for discussion)

Town Council meeting 3rd September 2018

Date of next Plans meeting 13th August 2018

Date of next Finance & Staff meeting 20th August 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 2 July 2018 at 7.30pm**

18 Present:

Miss S Lawn	(Deputy Town Mayor)		
Mr P Berry	Mr J Emsell	Mr I Mackie	Mr R Robson
Mr N Shaw	Mr S Snelling		

Apologies:

Mr F Bowe	Mrs J Fisher	Mr J Fisher	Mr N Hancock
Mrs T Mancini Boyle	Mr L Reeves	Mr J Ward	Mr R Wooden

In attendance:

Dr T Foreman (Town Clerk)	Mrs D Matthews (Committee Officer)
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There were no members of the public in attendance

19 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item	Nature of Interest
Mr I Mackie	26 Norfolk County Council Parish Partnership Scheme	By virtue of his role as a County Councillor

20 MINUTES

The minutes of the meeting held on 14 May 2018 were agreed and signed as a true record. It was noted that the café project and the toilet block were still progressing.

21 ANNOUNCEMENTS

The Deputy Town Mayor reported that, together with Cllr Fisher and the Town Clerk, she had attended a meeting with some of the Governors at the High School.

The Town Clerk reported on his attendance, together with Cllr Fisher at the Thorpe Woodland Planning Inquiry and site visit and that he would advise members of the outcome of the Inquiry as soon as he received it. He had also been liaising with the Broads Authority on outstanding matters.

22 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, 45 incidents had been recorded and 117 calls taken by the control room. It was noted that Norfolk Constabulary were now undertaking street surgeries. Members noted the number of domestic incidents taking place and those at the Norvic clinic and their impact on the overall crime levels. It was also noted that some incidents could potentially be recorded under more than one category.

- (ii) Members noted the reports from Cllr Ward.

(iii) Cllr Mackie reported on the recent election of Cllr A Proctor as the new leader of the County Council; he replaced Cllr C Jordon who had sadly recently died. The Town Council stood for a minutes' silence in tribute to Mr Jordon.

(iv) Cllr Shaw made reference to the recent activities to celebrate the centenary of the Royal Air Force, including a civic reception and an open weekend at Norwich Airport. He had recently been elected as Vice-Chairman of a Crime Scrutiny Panel and he was pursuing a matter regarding the production of a risk register by the District Council. He was unable to attend the next meeting of the Norwich Airport Consultative meeting and a representative of the Town Council could attend in his place.

23 FINANCE

- (i) Payments List – voucher numbers 243 to 352 totalling £107,115.07 were approved and signed.
- (ii) Bank Reconciliation Statement – the statement as at 31 May 2018 was noted and approved.

24 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 21 May 2018 – noted.
- (ii) Events and Media Committee – 22 May 2018 – noted.
- (iii) Finance and Staff Committee – 4 June 2018 – noted
- (iv) Neighbourhood Plan Committee – 11 June 2018 – noted.
- (v) Plans Committee – 11 June 2018 – noted. The Town Clerk explained the application by the Town Council to seek removal of the condition imposed by the Broads Authority in respect of a previous planning permission which removed permitted development rights. In line with recent Government policy, the Town Council was seeking to restore permitted development rights on River Green to avoid the need to seek formal permission for minor works.

25 BROADS LOCAL PLAN – CORRESPONDENCE

Members considered the correspondence from the Broads Authority setting out arrangements for the Broads Local Plan Examination, the draft hearing programme and their pre-submission consultation responses. The Town Council was scheduled to appear at the Hearing on Wednesday 18 July 2018, however, following amendments to the Plan by the Broads Authority to reflect the representations of the Town Council to the Plan, the Town Clerk would be attending the examination to observe but not make any representations. Any member wishing to attend should let the Town Clerk know.

26 NORFOLK COUNTY COUNCIL PARISH PARTNERSHIP SCHEME

Members considered correspondence from the Chairman of the County Council's Environment, Development and Transport Committee, inviting the Town Council to submit bids for funding for local highway improvements as part of the Parish Partnership Scheme which was being funded again for 2019/20. Members welcomed

the invitation and it was suggested that this would be an ideal opportunity to seek help with the cost of providing additional bus shelters in the Town. It was agreed that the priority areas for shelters were two on Dussindale (upper end - Commonwealth Way/Winstanley Road and Skippon Way) and one on Plumstead Road.

RESOLVED to make an application to the Norfolk County Council Parish Partnership Scheme for funding for three bus shelters in the Town, two on Dussindale (upper end - Commonwealth Way/Winstanley Road and Skippon Way) and one on Plumstead Road.

27 UPDATE FROM THORPE ST ANDREW HIGH SCHOOL

The Town Clerk reported on his attendance at a recent meeting with Governors from the High School, together with Cllr Lawn and Cllr John Fisher. The meeting had been very useful with the school indicating it was looking to become more community focussed. The Town Clerk stated he wished to apologise for not addressing the Head personally, by name, in recent communications with the school as this had been perceived as discourteous which was not his intention.

Members looked forward to working with the school in the future and for early discussions on the potential for community use of facilities funded by proposed s106 monies.

28 UPDATE ON THE BROADS AUTHORITY

The Town Clerk advised members of the latest situation regarding the staithe report commissioned by the Broads Authority. The Broads Authority had accepted that River Green was owned by the Town Council but, despite evidence to the contrary, had not sought amendment of the commissioned report to reflect that the staithe was a private one and not a public staithe. The Town Clerk outlined the implications of this for the Town Council and made reference to the loss of income already accruing. In response to a request from the Broads Authority, he would be supplying the Authority with the evidence to support the Town Council's ownership for them to consider. There were concerns that despite this, the Broads Authority might still not be able to secure the amendment of the commissioned research.

Members restated their serious concerns about this matter and, whilst the report had not actually been published, many interested parties had become aware of its contents and this was impacting on the Town Council's proposals for River Green. It was proposed and seconded that, in the event of the Broads Authority allowing publication of the current report without satisfactory amendment, an extra-ordinary single item meeting of the Town Council be convened in public to review the evidence and seek authority to pursue legal action. Members supported this course of action and it was

RESOLVED that, in the event of the Broads Authority allowing publication of the current report without satisfactory amendment, an extra-ordinary single item meeting of the Town Council be convened in public to review the evidence and seek authority to pursue legal action.

29 REQUEST TO PLACE "GEOCACHE" ITEM AT SIR GEORGE MORSE PARK

The Town Council considered a request to place a geocache item at the Park. Geocaching was an outdoor treasure hunt game whereby participants used gps receivers to hide and seek containers (geocaches).

RESOLVED that consent be given to the placement of a geocache item at Sir George Morse Park as proposed.

30 REPORT OF THE INTERNAL AUDITOR

Members considered the report of the Internal Auditor on the Audit review to establish if the Town Council's systems of financial and other controls were effective. The review concluded that adequate processes and controls were in place and were being followed by staff. The excellent bookkeeping was again commended by the Auditor who was able to reduce the time taken to carry out the Audit with resultant savings in costs.

RESOLVED to note the report and thank the Responsible Financial Officer and all staff on another successful audit.

FUTURE MEETING DATES

Town Council	August 2018
Plans Committee	9 July 2018
Finance and Staff	16 July 2018

The meeting closed at 8:35pm

Signed:

Dated:

8th July 2018

Report from Councillor John Ward

Broadland District Council

Cllr Shaun Vincent is the new Leader of the Council and Cllr Steve Riley now leads the Liberal Democrat Group.

The District Council has been successful in bidding for £3.1m of funding which will be used over the next two years to help fuel-poor households across Norfolk. Broadland DC will lead on this project and the aim is to help with renewable heating as well as energy advice and support.

Following the Aylsham by-election on 24th May, Sue Catchpole (Liberal Democrat) attends her first full council meeting on 12th July.

Norfolk County Council

NCC's Higher Education Scheme in conjunction with Christ Church College, Cambridge, have arranged for 40 Norfolk students from 7 schools and colleges to have a 3 day taster of university life and to take part in mock interviews.

The new Leader of the Council, Cllr Andrew Proctor has extended from two to three years the time necessary to make identified budget savings of £48.5m.

NCC's Road Safety Team is to trial a new mobile phone detection technology which will be able to identify if a mobile phone is being used within a vehicle. These mobile detection units will be able to be moved to different sites around Norfolk.

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Description	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
353	Wheeled/litter/dog bins	28/06/2018		Bank 1 Deposit AC	dd	Wheeled bins	Veolia	S	56.45	11.29	67.74
354	Wheeled/litter/dog bins	28/06/2018		Bank 1 Deposit AC	dd	Wheeled bins	Veolia	S	45.16	9.03	54.19
355	Office telephone	27/06/2018		Bank 1 Current AC	dd	Telephone - Office	Talk Talk	S	48.34	9.67	58.01
356	Telephone	27/06/2018		Bank 1 Current AC	dd	Telephone - Morse Pavill	Talk Talk	S	47.95	9.59	57.54
357	Telephone	27/06/2018		Bank 1 Current AC	dd	Telephone - Fitz Pavillon	Talk Talk	S	29.95	5.99	35.94
358	Bottle bank	28/06/2018		Bank 1 Current AC	dd	Recycling glass payment	URM UK	S	12.00	2.40	14.40
359	Bank charges	28/06/2018		Bank 1 Current AC	dd	Bank charges	Lloyds Bank	X	23.00	0.00	23.00
360	Audit	25/06/2018		Bank 1 Current AC	online	Internal Audit 2016/17	Mrs P James	E	217.00	0.00	217.00
361	Projects	29/06/2018		Bank 1 Current AC	online	Benches	Garden 4 Less	S	841.77	168.35	1,010.12
362	Office telephone	03/07/2018		Bank 1 Current AC	dd	Mobile - office	O2	S	14.04	2.81	16.85
363	Telephone	03/07/2018		Bank 1 Current AC	dd	Mobile telephones - Rec	O2	S	42.12	8.42	50.54
364	Fuel	09/07/2018		Bank 1 Current AC	dd	Fuel	Fuel Card Services	S	2.00	0.40	2.40
365	Electricity	09/07/2018		Bank 1 Current AC	dd	Electricity - Morse Pav	Opus Energy	L	174.06	8.70	182.76
366	Projects	09/07/2018		Bank 1 Current AC	dd	Painting lanterns	Cozens UK Ltd	S	60.00	12.00	72.00
367	Training	09/07/2018		Bank 1 Current AC	7919	Training - groundsmen	Eastec	S	1,715.00	297.00	2,012.00
368	Electricity	09/07/2018		Bank 1 Current AC	7920	Electricity - River Green	E.on	L	24.34	1.22	25.56
369	Stationery	09/07/2018		Bank 1 Current AC	7921	Stationery	Espo	S	91.39	18.27	109.66
370	Town Hall	09/07/2018		Bank 1 Current AC	7922	Water leak repairs	Plumbing & Heating Co	S	776.53	155.30	931.83
371	Projects	09/07/2018		Bank 1 Current AC	7923	Flags	Hampshire Flag Compar	S	888.75	177.75	1,066.50
372	Verge cutting	09/07/2018		Bank 1 Current AC	7924	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
373	Cleaning bus shelters	09/07/2018		Bank 1 Current AC	7925	Cleaning bus shelters	R Marmoy	E	100.00	0.00	100.00
374	Miscellaneous	09/07/2018		Bank 1 Current AC	7926	Advert in Parish Life	Thorpe St Andrew PCC	E	164.83	0.00	164.83
375	Asset replacement	09/07/2018		Bank 1 Current AC	7927	Gardening equipment	Spaldings	S	341.67	68.33	410.00
376	Maintenance	09/07/2018		Bank 1 Current AC	7928	Donation for maint of ne	Thorpe St Andrew PCC	E	2,015.00	0.00	2,015.00
377	Park maintenance	09/07/2018		Bank 1 Current AC	7929	Goods	Builders Equipment	S	32.77	6.56	39.33
378	Maintenance contract	11/07/2018		Bank 1 Current AC	online	Street light - maintenanc	Cozens UK Ltd	S	400.00	80.00	480.00
379	Fenn salary	11/07/2018									
380	Fenn - pension employe	11/07/2018									
381	Sayer salary	11/07/2018									
382	Sayer - pension employ	11/07/2018									
383	Bass - salary	11/07/2018									
384	Bass - pension employe	11/07/2018									
385	Mr T Foreman	11/07/2018									
386	Foreman - pension emp	11/07/2018									
387	Calver salary	11/07/2018									
388	Calver pension employe	11/07/2018									

36(i)

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
389 Mr G Watkins	11/07/2018									
390 Watkins - pension emp	11/07/2018									
391 Parr - salary	11/07/2018									
392 Parr employers pension	11/07/2018									
393 Jones salary	11/07/2018									
394 Jones pension employer	11/07/2018									
395 Seaman salary	11/07/2018									
396 Seaman pension employ	11/07/2018									
397 Mr T Foreman	11/07/2018									
398 Fenn salary	11/07/2018									
399 Bass - salary	11/07/2018									
400 Sayer salary	11/07/2018									
401 Calver salary	11/07/2018									
402 Mr G Watkins	11/07/2018									
403 Parr - salary	11/07/2018									
404 Matthews - salary	11/07/2018									
405 Jones salary	11/07/2018									
406 Seaman salary	11/07/2018									
407 Sayer salary	11/07/2018									
408 Sayer - NIC employer	11/07/2018									
409 Mr T Foreman	11/07/2018									
410 Foreman employers nic	11/07/2018									
411 Student loan	11/07/2018									
412 Bass - salary	11/07/2018									
413 Bass - NIC employer	11/07/2018									
414 Calver salary	11/07/2018									
415 Calver -employers nic	11/07/2018									
416 Student loan	11/07/2018									
417 Mr G Watkins	11/07/2018									
418 Parr - salary	11/07/2018									
419 Parr - employers NIC	11/07/2018									
420 Jones salary	11/07/2018									
421 Jones nic employer	11/07/2018									
422 Seaman salary	11/07/2018									
423 Seaman employers nic	11/07/2018									
424 Matthews - salary	11/07/2018									
425 Dussindale water charg	11/07/2018		Bank 1 Current Ac	7931	Water charges - Duss Alk	Anglian Water	E	80.61	0.00	80.61
426 Hillside water charges	11/07/2018		Bank 1 Current Ac	7931	Water charges - Hillside /	Anglian Water	E	118.13	0.00	118.13
427 Water rates	11/07/2018		Bank 1 Current Ac	7931	Water charges - Fitz Pav	Anglian Water	E	131.25	0.00	131.25

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
428 Cricket maintenance	11/07/2018		Bank 1 Current Ac	7932	Cricket stumps	Collier Turf Care Ltd	S	137.25	27.45	164.70
429 Newsletter	11/07/2018		Bank 1 Current Ac	7933	Newsletter	Colour Print	E	677.00	0.00	677.00
430 Photocopy charges	11/07/2018		Bank 1 Current Ac	7934	Photocopying	Eastern Business System	S	42.04	8.41	50.45
431 Cleaning and cleaning n	11/07/2018		Bank 1 Current Ac	7935	Cleaning Materials	Espo	S	88.77	13.72	102.49
432 River Green maintenanc	11/07/2018		Bank 1 Current Ac	7936	Pebbles	Taverham Nursery Cent	S	14.14	2.83	16.97
433 Miscellaneous	11/07/2018		Bank 1 Current Ac	7937	Advert in Thorpe Players	Thorpe Players	E	40.00	0.00	40.00
434 Cleaning	11/07/2018		Bank 1 Current Ac	7938	Cleaning - Fitz Pav	Town and Country Clear	E	640.00	0.00	640.00
435 Cleaning and cleaning n	11/07/2018		Bank 1 Current Ac	7938	Cleaning - Morse Pavilion	Town and Country Clear	E	500.00	0.00	500.00
436 Cleaning	11/07/2018		Bank 1 Current Ac	7938	Cleaning - Roxley Hall	Town and Country Clear	E	390.00	0.00	390.00
437 Morse - gas/expenditur	11/07/2018		Bank 1 Current Ac	7939	Gas charges - Morse	Total Gas & Power	L	79.60	3.98	83.58
438 Town Hall	11/07/2018		Bank 1 Current Ac	7940	Electrical work - Fitzmaur	C R Wilson	E	50.00	0.00	50.00
439 Verge cutting	13/07/2018		Bank 1 Current Ac	dd	Fuel	Fuel Genie	S	300.42	60.08	360.50
440 Vehicle lease	24/07/2018		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
441 Electricity	24/07/2018		Bank 1 Current Ac	dd	Electricity - floods/worksl	Opus Energy	L	37.47	1.87	39.34
442 Electricity	24/07/2018		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	228.11	45.62	273.73
443 Electricity	24/07/2018		Bank 1 Current Ac	dd	Electricity - Roxley Hall	Opus Energy	L	76.09	3.80	79.89
444 Fuel	24/07/2018		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	1.00	0.20	1.20
445 Telephone	24/07/2018		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
446 Projects	24/07/2018		Bank 1 Current Ac	buscard	Planning application Rive	Broadland District Coun	E	231.00	0.00	231.00
447 Town/Neighbourhood pl	24/07/2018		Bank 1 Current Ac	buscard	Survey	Survey Monkey	E	58.34	0.00	58.34
448 Computer/Photocopier	24/07/2018		Bank 1 Current Ac	buscard	Subscription	Norton	S	70.82	14.17	84.99
449 Subscriptions	24/07/2018		Bank 1 Current Ac	buscard	Annual fee	Lloyds Bank	E	32.00	0.00	32.00
450 Soccer marking	24/07/2018		Bank 1 Current Ac	dd	Soccer marking	Norse	S	378.83	75.77	454.60
451 Field maintenance conti	24/07/2018		Bank 1 Current Ac	dd	Field Maintenance - Rec (Norse	S	551.30	110.26	661.56
452 Shrub bed - St Will Lok	24/07/2018		Bank 1 Current Ac	dd	St Williams Loke - prunlin	Norse	S	7.30	1.46	8.76
453 Sports turf maintenance	24/07/2018		Bank 1 Current Ac	dd	Sports Turf - Rec Gnd	Norse	S	525.00	105.00	630.00
454 Turf maintenance	24/07/2018		Bank 1 Current Ac	dd	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
455 Field maintenance contr	24/07/2018		Bank 1 Current Ac	dd	Field Maintenance - Duss	Norse	S	293.65	58.73	352.38
456 Commissioners Cut - picr	24/07/2018		Bank 1 Current Ac	dd	Picnic area maintenance	Norse	S	34.50	6.90	41.40
457 Feed in Tariff	06/08/2018		Bank 1 Current Ac	7941	Feed in tariff	Broadland District Coun	L	256.01	6.89	262.90
458 Hillside maintenance	06/08/2018		Bank 1 Current Ac	7942	Pest control	Burrell Pest control	E	55.00	0.00	55.00
459 Dussindale maintenance	06/08/2018		Bank 1 Current Ac	7942	Pest control	Burrell Pest control	E	55.00	0.00	55.00
460 Projects	06/08/2018		Bank 1 Current Ac	7943	Fencing River Green	G & G Fencing	S	460.40	92.08	552.48
461 Projects	06/08/2018		Bank 1 Current Ac	7944	Flag	Hampshire Flag Compar	S	71.49	14.30	85.79
462 Tools - equipment	06/08/2018		Bank 1 Current Ac	7945	Goods	Lamberts	S	17.60	3.52	21.12
463 Projects	06/08/2018		Bank 1 Current Ac	7946	Commemorative stone	Paul Miles	S	4,540.00	908.00	5,448.00
464 Wheeled/litter/dog bins	06/08/2018		Bank 1 Current Ac	7947	Dog bins	Scooper Dooper	E	312.00	0.00	312.00
465 Wheeled/litter/dog bins	06/08/2018		Bank 1 Current Ac	7947	Dog bins	Scooper Dooper	E	244.83	0.00	244.83
466 River Green maintenanc	06/08/2018		Bank 1 Current Ac	7947	Dog bins	Scooper Dooper	E	162.48	0.00	162.48

**Thorpe St Andrew Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
467	06/08/2018		Bank 1 Current Ac	7948	Plants	Taverham Nursery Cent	S	140.26	28.05	168.31
468	06/08/2018		Bank 1 Current Ac	7949	Streetlight-energy charge	Total Gas & Power	S	1,303.11	260.62	1,563.73
469	06/08/2018		Bank 1 Current Ac	7950	Flowers	Trade UK	S	161.45	32.29	193.74
470	06/08/2018		Bank 1 Current Ac	7950	Goods	Trade UK	S	14.77	2.95	17.72
Total								40,914.02	3,115.66	44,029.68

PAYMENT LIST

Salaries	vouchers 397-406	July	11183.42
HMRC	vouchers 407-424	Tax and NIC	3244.91
Norfolk Pension Fund	vouchers 379 -396	Employer/employee payments	3844.40

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

1 Present:

Mr J Fisher (Chairman)
Mr P Berry Mr N Hancock Mr R Robson Mr S Snelling

Apologies:

Mr F Bowe Mr D Sears

In attendance:

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

There were 3 members of the public present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The Minutes of the meeting held on 11 June 2018 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

The following matter was raised by a resident present in relation to an application on the agenda:

REF: 20180937 – 17 Fiennes Road – retention of boundary wall and fencing - the applicant commented on his endeavours to follow advice regarding the erection of a wall/ fence and that this appeared to have gone against him.

5 PLANNING APPLICATIONS

- (i) REF: 20180937 – 17 Fiennes Road – retention of boundary wall and fencing – members noted the situation regarding advice given to the applicant to install a fence instead of a wall. Members had no objections to the fencing which they felt was well constructed and appropriate. **NO OBJECTION.**
- (ii) REF: 20180945 – 12 Margetson Avenue – single storey extension to rear – members supported the proposals and felt they would have little or no impact on the light to the adjoining property which was situated south and forward of the applicant's property. **NO OBJECTION.**
- (iii) REF: 20180982 – 40 St Williams Way – construction of new door opening on west side elevation with new access ramp to it and replacement of windows in north elevation. **NO OBJECTION.**
- (iv) REF: 20181018 – 49 Beechwood Drive – single storey side and two/single storey rear extensions. **NO OBJECTION.**

- (v) REF: 20180193 – 14 Primrose Crescent – single storey side and front extension. **NO OBJECTION.**

6 UPDATE ON APPLICATIONS

Members noted the summary update of applications considered by the Committee over recent weeks.

7 HEDGEHOG HIGHWAYS

Members were asked to consider a suggestion that they support an initiative which was seeking to encourage the use of hedgehog friendly openings in boundary treatments. Members welcomed the initiative and agreed to urge the district council to support the initiative in respect of boundary treatments on new developments. It was also agreed that the Neighbourhood Plan Committee be invited to included reference to the matter in the environmental section of the Towns' local plan.

BROADS AUTHORITY

BA/2018/0163/TCAA – The River Gardens, 36 Yarmouth Rd – tree works – NOTED.

BA/2018/0181/TCAA – Eyre Electricals 27 Yarmouth Rd – tree works – NOTED.

ENFORCEMENT NOTICES – CONFIDENTIAL

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

DATES OF NEXT MEETINGS

Town Council	6 August 2018
Plans Committee	13 August 2018

The meeting closed at 08:05pm

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 16 July 2018 at 7.30pm**

1 Present:

Miss S Lawn (Vice-Chairman)

Mr F Bowe Mr J Emsell Mr L Reeves Mr S Snelling Mr J Ward

Apologies: Mr I Mackie**In attendance:**

Dr T Foreman (Town Clerk)

Mr D Sayer (Parks and Estates Manager) Mrs D Matthews (Committee Officer)

4 members of the public were present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The minutes of the meeting held on 4 June 2018 were agreed and signed as a true record.

Update on previous Agenda Items:

- Community Greenhouse – the Town Clerk advised that work was progressing on this project and he hoped to report further to the next Town Council meeting.
- Toilets at River Green – the Town Clerk said he hoped the boat hire company would be operating on River Green the following weekend and the paper work in relation to the transfer of ownership of the toilet block would very shortly be concluded.
- Café – The Town Clerk commented that the required planning applications were being processed.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

Members were addressed by four young residents of Thorpe St Andrew who were seeking permission to hold a fete on the Fitzmaurice Park on Friday 20 July 2018 from 3pm to 6pm setting up from 1pm and clearing away by 7pm, as part of their National Citizenship Service social activity project. The fete was in support of the Leeway Charity and they hoped they could raise the profile of the charity as well as raising funds for them. The applicants held public liability insurance and had carried out a risk assessment. The fete would be a relatively modest one with a few low-key stalls (face painting, penalty shoot-out, hook the duck, cakes and drinks stalls etc) which would be manned by the 17 volunteers involved in the project. An area approximately half the size of a football pitch, in front of the Town Hall would be adequate. They would be advertising the fete at local schools and other local venues. (See minute no: 9.)

5 FINANCE

Members considered the papers distributed at the meeting and the Town Clerk drew attention to some key areas of activity and answered members' questions. It was noted that new gates would be installed on the allotment to improve access. With regard to verge cutting, although the dry weather would affect the number of cuts made, there was still a need to top cut weeds growing. The number of cuts to date was currently higher than last year because of the new contract arrangements and the work being done inhouse and there was more flexibility to respond to the needs as they arose. It would be possible to assess the costings more fully after a full season of cutting. Work would be undertaken in the near future to review other contracted work to explore options for savings/increased buying power.

- (i) Summary of Receipts and Payments – members received and approved the summary of receipts and payments.
- (ii) Summary of Cost Codes – members received and approved the summary of cost codes.
- (iii) Variance Report - 1/4/2018 to 30/6/2018 – members noted the current figures.
- (iv) Summary of Capital Spend – members received and approved the summary of capital spend.
- (v) Summary of Events - members received and approved the financial summary in relation to events.

6 UPDATE ON BROADS AUTHORITY REPORT

The Committee received a presentation by the Town Clerk, a copy of which was circulated to all members, setting out a full overview of the situation regarding the commissioning by the Broads Authority of a report on Staithe. The report claimed that ownership of the Staithe at River Green was unclear, a claim that the Town Council had strongly refuted. The presentation made reference to the comments of the Broads Authority in response to the concerns of the Town Council and their acceptance that the Town Council owned the Staithe but the lack of any attempt to correct erroneous claims in the report. It also included extracts of a number and range of documents, maps and records, sourced following extensive research of archive material, which demonstrated clearly that, historically, the Staithe was privately and not publicly owned. Members thanked the Town Clerk and the Parks and Estates manager for the comprehensive research undertaken on this matter and the number of hours of work committed to fully researching the records available. They were appalled at the misinformation still included in the report and that this draft report had been published and was accessible to interested parties with consequential damaging impact on the Town Council's ability to manage River Green and on its credibility.

Having reviewed the situation, members reaffirmed their desire to take action to resolve this matter. It was, accordingly

RESOLVED to instruct the Town Clerk to submit the evidence held by the Town Council to the Broads Authority to seek amendment or deletion of erroneous information in the report. Failure to reach agreement for such amendment or deletion by the date of the Town Council's next meeting on 6 August would result in that meeting being recommended to convene an extra ordinary single item meeting of the Town Council in public to seek authority to pursue legal action.

7 PICKLEBALL REQUEST

Members considered the report of the Town Clerk setting out a request from a "Pickleball" trainer in the East of England to mark lines for a Pickleball court on the MUGA at Fitzmaurice Park. Pickleball was a fast growing racket sport game. A group of approximately 30 people were currently using the MUGA to play the sport with temporary taped lines. It was noted that there was no budget provision for the cost of re-lining the MUGA, which was only painted last year. Members welcomed the initiative and were happy to allow the Group to mark the court formally but that the cost would have to be met by the Group.

RESOLVED that consent be given to the Pickleball club to mark lines for a pickleball court on the MUGA at Fitzmaurice Park, using the Council's preferred contractors for the work, and that the costs be met by the Group.

8 NORFOLK COUNTY COUNCIL LAND FOR SALE

Members considered the report of the Town Clerk setting out an option for the Council to consider purchasing a piece of land for sale by the County Council at Pound Lane. The Town had in 2016 considered a proposal to purchase this piece of land along with an additional piece subject to certain criteria which was rejected by the County Council at that time. The rejected section of land was subsequently sold. The County Council were now offering the Town Council the remaining section of land at a reserve price of £2,500.

Members were of the view that the land was of no value to the Town Council and there was no reason or justification for purchasing the land particularly having regard to the ongoing maintenance liability of the land.

RESOLVED that the option to purchase the land be declined.

9 FETE AT FITZMAURICE PARK

Members considered a request from the National Citizenship Service Group D to hold a fete on the park on Friday 20 July 2018 from 3pm to 6pm setting up from 1pm. The fete was in support of the Leeway Charity. The applicants held public liability insurance and had undertaken a risk assessment. Representative from the group had earlier addressed the Committee and answered questions about the event. Members commended the efforts of the Group in organising the event, particularly in such a short timescale, and welcomed their request. They expressed support for the event and undertook to help them if necessary with any of the arrangements.

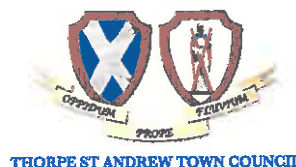
RESOLVED to support the request by National Citizenship Service Group D to hold a fete on the park on Friday 20 July 2018 from 3pm to 6pm.

The meeting closed at 9:05pm.

Signed:

Dated:

Thorpe St Andrew Town Council



Town Council : 6th August 2018

River Green CCTV

Agenda Item: 38

Reason for this Report

This report has been prepared for the Town Council to consider the provision of CCTV at River Green.

Background

The Town Council has received a letter of complaint which has outlined concern regarding dog fouling and vehicles filing to stop on the Yarmouth Road pedestrian crossing.

This comes at a time where the Town Council is actively promoting and supporting 'Bishy Barney Boats' which have successfully started operating from River Green in the past month.

Result

For the security of the moored boats and monitoring of site usage it is proposed to install CCTV cameras at River Green. To promote tourism to the area and allow for remote monitoring by the hire boat operator, it is further suggested that this CCTV be made public live viewing with the Council retaining the ability to replay previous images if needed.

Costs for the installation of internet streaming CCTV cameras will be presented at the Town Council meeting.

Advice

Due to GDPR, restrictions are required on public access to recorded information showing faces and registration plates and therefore images will not stored for public use.

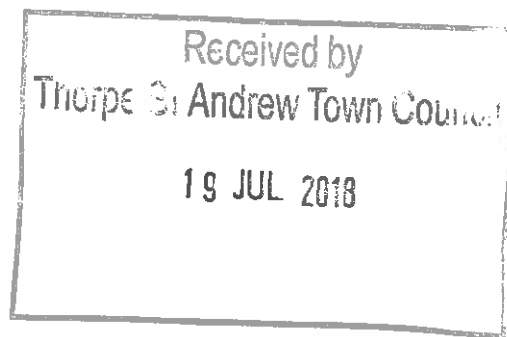
Other services will be required, including power and 'Wi-Fi' but these would be allowed for within the proposed toilet block refurbishment to office space.

Legal Implications

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Financial Implications

There are financial implications arising from this report.



18 July 2018

Dear Sir

Re: River Green

Recently speaking to a person living near the River Green they mentioned about the number of times they have had to pick up buoyancy aids from the ground and rehang them onto their stands. Would it be possible for your groundsmen to take a look at the stands to ensure there is isn't a fault? Is the hanging hook too shallow with the buoyancy aids falling off in high winds? The person to whom I spoke is concerned that these are being removed deliberately. I do totally understand that such items do need quick release and it needs to be simple enough for a child to do so in the event of real need.

There is dog mess on the green located under the large horse chestnut tree. There is some behind the western lamp slab near the chain. I then walked around the tree chain to the river and there was more mess near the tree chain opposite the river. This is dog and not the normal bird mess.

There is still a large amount of traffic ignoring people waiting to cross at the pedestrian crossing. Could this be monitored? Last week my family were waiting to cross from the shop side. A car from the city had already stopped. The traffic from the city has the least visibility when cars are parked in the layby. The car from the east just ignored us and the other stopped car and sailed through. When we approached the crossing their car was further away than the toilet block so no excuse of not having enough breaking time. In the past we have been there and a car sailed by with us already on the crossing, the driver had time to hang their arm out of the window to give us a finger gesture. Cars are going through this junction more times than they stop.

Has any consideration ever been given to make this area a 20 mph zone? The area on Yarmouth Road from before the Church to the Thunder Lane junction?

Yours faithfully

—

R

Thorpe St Andrew Town Council



Town Council : 6th August 2018

Proposal for the Purchase of a Public Defibrillator

Agenda Item: 39

Reason for this Report

Background

In 2017/18 the Town Council jointly funded two defibrillators located at each of the parks which are accessible during normal operating hours/sports events/community events.

There have been a number of incidents at local businesses in close proximity to River Green, as outlined in recent correspondence (Appendix A). Also, there is a potential increase in use of River Green through tourism, and a known increase in attendance at the Christmas light event.

Result

The Town Council is asked to consider the proposed purchase of a public access defibrillator to be mounted to the exterior wall of the River Green toilet block.

Advice

Due to the potential for usage by patrons of local businesses, the Town Council could approach these businesses for a contribution to this cost. Signage will be installed, which could feature sponsors names.

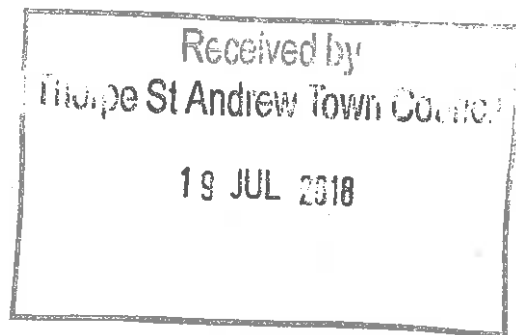
The Town Council is asked to underwrite the cost to a maximum contribution of £1882 plus installation of £300.

Legal Implications

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Financial Implications

There are financial implications arising from this report.



Appendix A.

18 July 2018

Dear Elected Members of the Town Council

A recent event to someone known to me has prompted this letter.

Over the past year we have seen changes and developments on the River Green, Yarmouth Road. The new WW1 centenary garden is soon to be unveiled. The new boundary wall between the Rushcutters and the green area has been rebuilt. The proposed changes to the toilet block. New street lights, to name a few.

Can I ask if there is any proposal for a defibrillator to be sited on the River Green? Maybe attached to the toilet block wall where there is an electrical supply and within in easy access to the public phone box?

I have taken a look at the web site, heartsafe.org.uk. They have only one public defibrillator listed within Thorpe St Andrew and that is located within Sainsbury's. For the number of shoppers in this area I think having one at this site is an excellent idea. However, this location does not have public 24 hour access.

The site below explains the benefits of a defibrillator. An extract is shown.

<https://www.resus.org.uk/defibrillators/cabinets-for-public-access-defibrillators/>

Introduction

When someone suffers sudden cardiac arrest, prompt action by anyone nearby offers their only chance of survival. An immediate 999 call for an ambulance and starting cardiopulmonary resuscitation (CPR) immediately are essential. Most people who survive will have needed a shock from a defibrillator to correct a chaotic heart rhythm.

The earlier that shock is given, the better the person's chance of survival. Studies have shown that a shock given within 3 minutes of cardiac arrest provides the best chance of survival and that even one minute of further delay reduces that chance substantially. In most situations ambulance services would be unable to reach the scene of a cardiac arrest and deliver a shock within 3 minutes. Further studies have shown that immediate delivery of CPR combined with early use of an automated external defibrillator by members of the public gives a person in cardiac arrest the best chance of surviving.

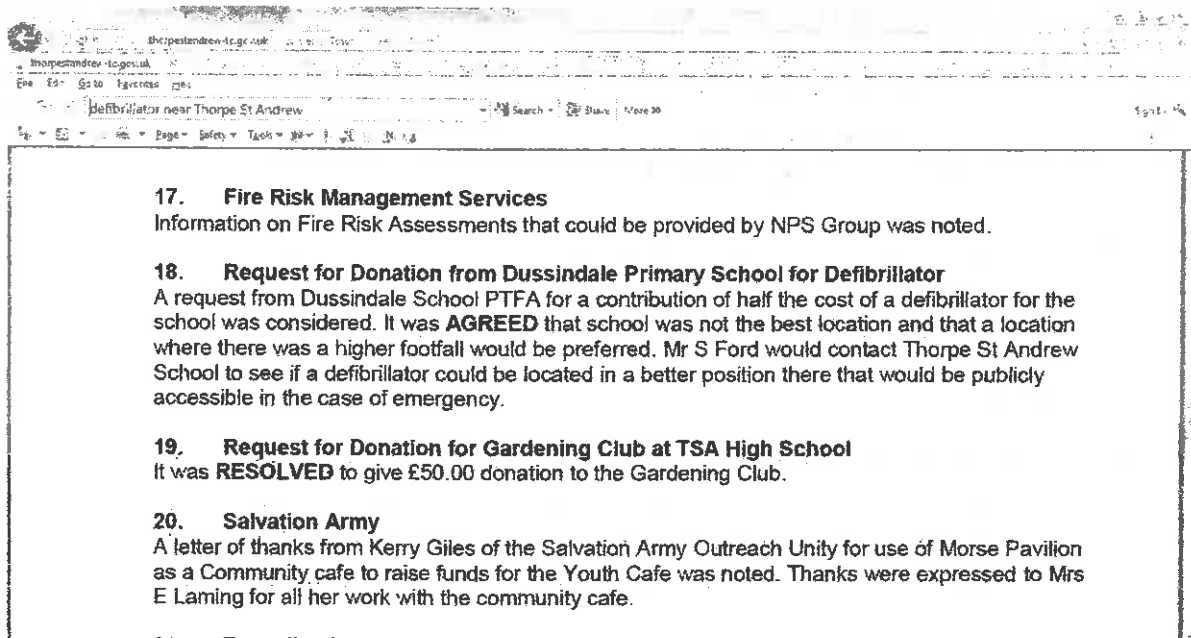
For that reason there are increasing numbers of automated defibrillators available for use by members of the public. They are referred to as 'public-access defibrillators'. They are simple to use and can be used effectively and safely by people who have had no prior training.

Cabinets for public access defibrillators

Public-access defibrillators are usually kept in cabinets in prominent public locations with appropriate signs to help people to find them and know what they are. There has been a long-running debate about whether these cabinets should be openly accessible (unlocked) or whether they should be locked. The main options are between unlocked cabinets and different types of lockable cabinets.

Some locked cabinets need a numerical code to unlock the door. The ambulance service will give this code to the person who makes the initial 999 call, once they have confirmed that they are dealing with a cardiac arrest. Other locked cabinets can be unlocked remotely from the ambulance control centre in this situation.

From a web search on "defibrillator near Thorpe St Andrew", I found reference in the 2nd February 2015 town council meeting notes, item no 18, screen print is shown below.



I am aware that Hillside Avenue School has a defibrillator located in their own school office. I would hope that all Schools across TSA do the same by funding it themselves or via their charity 'friends of' groups. I hope the above mentioned article is now obsolete and Dussindale School is in possession of a machine located within their premises. But my point is that the idea of defibrillators across the town has been discussed before and not a new topic.

I know there are numerous locations across the town where a device could be beneficial because of high footfall. The Recreation sports ground, the Roxley Hall, The Town Hall, St Andrews Centre, The River Green, local shops etc.

Some local businesses do have their own machines, St Johns Ambulance on Meridian Way, The Cottage PH, etc. Should these be logged with the Ambulance Service? Should there be a transfer of location knowledge where businesses inform their near neighbours that they have a defibrillator and it would be available in an emergency?

I really believe The River Green would be an ideal location because of the large footfall, within close proximity. There is The Oaklands Hotel, The Rushcutters PH, Harleys Café, The Buck PH, The Parish Church. Nearby, the Roxley Hall, Rivergarden PH and Townhouse. The river is a popular leisure spot with many rowers, visiting pleasure boats, families walking on the green. The road is also one of 3 main arteries running through the town into Norwich city centre. Others being St Williams Way/Ring Road and Plumstead Road. There are a number of businesses along Yarmouth Road. During the year, many events happen on or near the green, the annual Remembrance Parade, Christmas lights event and the pending Church fete with memorial unveiling,

In the early evening of Sunday 10 June we were in awe of the skill shown by the air ambulance helicopter pilot which landed on the open land at Whitlingham Lane junction. But behind it there was a serious reason.

Last week on 12 July there was an emergency at Harleys Café.

Both within a 5 week period, at venues open to the public, within a half mile of each other and short walking distance to the River Green.

Again today whilst visiting the river green we witness a double canoe capsize. It was in a group of canoeists, on a warm day, buoyancy jackets being worn. Even with the help of the houseboat residents it took over 10 minutes for the young people to get out of the water and back into their canoes. Without help and on a cold day this could easily have turned into an emergency situation.

I am aware these items are expensive. If it is not something which the Town Council can afford at the present time are there any other means of funding available? Grants from Broadland DC, sponsorship, lottery grants or a town wide grand raffle with local people and businesses contributing to a prize.

If you do discuss this at any Council meeting could you please let me know as I would like to be present?

Yours faithfully

Thorpe St Andrew Town Council



Town Council : 6th August 2018

River Green Kiosk Products Proposal

Agenda Item: 40

Reason for this Report

This report has been requested by Councillor Mackie to propose the Town Council provide 'Thorpe St Andrew' themed merchandise to sell at River Green

Background

In 2017 the Town Council approved the transfer of the Toilet Block at River Green from Broadland District Council and it was suggested that the hire boat service use the space as a kiosk and provide tourist information to visitors.

Result

It has been proposed for the Town Council to create merchandise, such as tea towels etc. and for these to be sold by the hire boat operator on our behalf.

Advice

The transfer is yet to occur, but the hire boat service has been operational for nearly a month. The hire boat operator is 'enthused' by the idea of eventually creating a tourism hub, and has plans for creating their own merchandised 'Bishy Barney/TSA' themed items.

If the Town Council were minded to produce its own items, it would need to consider the cost of purchase, sale and potential share of profit going to the hire boat operator (negotiation dependant). Furthermore, a float would need to be provided for the items and administration of a cash book to show income from sales. These items are also not budgeted for this 2018/19 financial year, and money raised by income at River Green has previously been earmarked for quayheading maintenance.

If the Town Council are supportive of providing its own merchandise, it has been suggested that this matter be put to the Finance and Staff Committee for designing and quotations.

Legal Implications

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Financial Implications

There are potential financial implications arising from this report.



Anyone who receives help from the service will be asked to sign a consent form in line with the new General Data Protection Regulations (GDPR 2018). Any personal information held by the service will be held on a secure computer system protected by up to date security software. We do not make your personal details available to any third party without your clear consent, and our data protection policy and privacy notice is available on request.

We take data protection very seriously. This means that anything you tell to team members will be kept private, unless you are being harmed or are harming someone else.

If you do have any concerns about the work of the team, please let the Team Leader know.

Members of the team meet regularly and are offered the opportunities to attend training and study days relevant to their work.

This service is provided to people free of charge, by a team of people, most of whom are members of different Christian Churches. It is supported overall by the Salvation Army, which is a Christian Church and a Registered Charity.



Registered Charity Number
214779

The team works on an entirely voluntary basis. We rely on grants and voluntary funding which pays for phone calls, training and travel expenses and stationary costs.

**Tel: 07840
206716**

to arrange a visit or for more information email:

eleanor.laming@salvationarmy.co.uk

Thorpe St Andrew Community Visiting Service



2Cs is a Christian Visiting Service led by Thorpe St Andrew Community Church

We offer support to people in times of need, whether short or long term, through listening, befriending, home visits, signposting to services which may be of help, and prayer.

The service operates on most Mondays between 10.30 and 4.00 pm.

The phone is answered on Mondays. There is an answerphone facility to leave a message at other times.

Tel: 07840 206716

41
(For info)

What does the service provide?

A listening ear and help with signposting people to services which may be able to help them further

Support and assistance for those who might be going through a difficult time for whatever reason (eg illness, stress, relationship breakdown)

Spiritual support and prayer for those who would like it.

The service provides a form of church based pastoral care and health ministry.



This service is open to all those aged over 18 from all backgrounds and to those of all faiths and none, and is provided free of charge.

We are happy to take self referrals from an individual, or a referral from another organisation, providing the person has given their consent for their details to be passed on to us.

We aim to provide care for the whole person. We believe that the physical, social, mental and spiritual needs of a person are closely linked.

We are always happy to receive feedback from clients. If you would like to make any comments, please ask a member of the team for an evaluation form. We can then monitor the quality of the service and make improvements.

There is no guarantee that you will see the same person each time for each visit, but if you have a visit, it will be from someone on the team.

We are only available on Mondays (not Bank Holiday Mondays)

We cannot guarantee a visit - visits are allocated on the Monday morning. However, we will try to meet people's needs as best we can, and you are free to leave any messages on our dedicated phone line.

Tel: 07840 206716

Email: eleanor.laming@salvationarmy.org.uk



Thorpe St Andrew Town Council



Town Council : 6th August 2018

Norfolk Music Service

Agenda Item: 42

Reason for this Report

This report has been prepared to consider providing support to Norfolk Music Service.

Background

The Town Council has demonstrated a long-held desire to promote and use musicians more in community events. Proposals for supporting brass instrument players at Thorpe ST Andrew High School have not progressed as there are currently only two players in the school.

Result

Following discussions with Norfolk Music Service it was clear that there are strong instrumental musicians at Primary School level in Thorpe ST Andrew, but this is not continued when transitioning to Thorpe St Andrew High School.

Suggestions were sought for how the Town Council could support young musicians, thereby providing future opportunities for musical participation at community events. The Norfolk Music Service has requested the use of Roxley Hall after school to allow primary and high school students to have lessons and potentially create a music ensemble. This would be for a two-hour period.

Advice

If the Town Council is supportive of this proposal, a two-hour slot is available each week on a Tuesday afternoon.

Legal Implications

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Financial Implications

There are no financial implications arising from this report.

Thorpe St Andrew Town Council



Town Council : 6th August 2018

Request from Thorpe St Andrew High School

Agenda Item: 43

Reason for this Report

This report presents a proposal from Thorpe St Andrew High School.

Correspondence

We are seeking to start a club for our young gifted and talented students and this (civic twinning) could be the focus of their activity. Once we have appointed a lead, I will link then to your team. There will be a cost to the school so I am requesting a contribution of between £600 and £800 to cover staffing and resources costs.

Legal Implications

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Financial Implications

There are some financial implications arising from this report.

Thorpe St Andrew Town Council



Town Council : 6th August 2018

'Single Use' Plastic Free Thorpe St Andrew

Agenda Item: 44

Reason for this Report

This report has been requested by Town Mayor, Cllr John Fisher to propose that Thorpe St Andrew Town Council become 'single use' plastic free and propose a wider adoption of this policy within local businesses and at our events.

Background

There is increasing awareness about the impact of plastic, both in terms of waste, oil use and climate change. It is estimated nationally, that 1.5 million tonnes of plastic waste is thrown away each year, which ends up in both landfill and waterways. Being a riverside town, it is foreseeable that this will impact on our community in the future.

Other Town Councils across the UK have committed to going 'single use plastic free'; phasing out single use bottles, cups, cutlery and drinking straws.

Result

It is suggested that Thorpe St Andrew adopt a policy of banning 'Single Use Plastic', switching instead to environmentally friendly alternatives. This will include no longer purchasing bottles, cups, cutlery and drinking straws. But also extend to using re-useable cable ties and bio-degradable bin bags.

At our events it is also possible to suggest residents 'bring a tankard' and/or request biodegradable cups be used by contractors. Through the preparation of this report the 'Fat Cat Bar' have opted to adopt 'plastic free' or biodegradable alternatives including biodegradable straws at any of our events if this policy is adopted.

Alternatives would also be sought for takeaway trays/containers used for food being sold. Although it is not possible to force contractors to make the switch, suggestions and suppliers can be provided to them in an effort to move away from 'Single use' plastics.

Advice

The Town Council is asked to:

- Phase out wherever possible, single use plastic in all Council activities;
- Work with local businesses to encourage phasing out 'single use plastic' and promote alternatives
- Write to contractors involved in our events and highlight our policy on reducing 'single use plastics'

Legal Implications

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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.