



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

29/08/2018

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 3rd September 2018 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman Clerk to the Council

AGENDA

- 47 Attendance book and apologies for absence.
- 48 Declarations of Interest in items on the agenda.
- 49 To confirm the minutes of the Town Council meeting held on 6th August 2018
- 50 Announcements (For information only)
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 51 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
- 52 Finance
 - (i) Payment List – Vouchers 471 – 592 totalling £41,663.05
 - (ii) Bank Reconciliation Statement – to be tabled
- 53 Draft Minutes of Committee Meetings
 - (i) Plans Committee held 13th August 2018
- 54 Update on the Broads Authority – Verbal Report
- 55 Youth Council Proposal – Presentation by Mr Coe (Work Experience Student)
- 56 Request from Dussindale Allotment Association – Correspondence attached
- 57 Bowls Club Lease – Report attached – for Approval
- 58 Update on Café Proposal – Verbal Report
- 59 “There but not There” Proposal for WWI Centenary Remembrance – Presentation – for Decision

Future Agenda Items. (Not for discussion)

Town Council meeting 1st October 2018

Date of next Plans meeting 10th September 2018

Date of next Finance & Staff meeting 17th September 2018

Town Clerk - Dr Thomas Foreman

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

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 6 August 2018 at 7.30pm**

31 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Emsell	Mrs J Fisher
Miss S Lawn	Mr I Mackie	Mrs T Mancini Boyle	Mr L Reeves
Mr R Robson	Mr R Wooden		

Apologies:

Mr N Hancock Mr D Sears Mr N Shaw Mr S Snelling Mr J Ward

In attendance:

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

There were no members of the public in attendance

32 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

33 MINUTES

The minutes of the meeting held on 2 July 2018 were agreed and signed as a true record.

34 ANNOUNCEMENTS

The Town Mayor thanked all those involved in the organisation of the WW1 centenary celebrations held at River Green, which saw the formal opening of the commemorative gardens. The event had been very well received and enjoyed by all. He went on to report on the following:

- He had attended the launch of a new zero emission green taxi company based in the Town which had recently been licenced. The electric vehicles were powered solely by renewable energy.
- The "Bishy Barney" electric boat company had also started operating from River Green and early indications were the boats were proving very popular.

The Town Clerk reported on the following:

- Discussions had taken place with a resident looking to develop a new business hiring and selling hand-made wooden canoes from Thorpe Island. The owner of the electric boat hire company had indicated he welcomed the complementary business running along side his own.
- The Clerk had met with the Emergency Planning Officer at Broadland District Council who indicated he had confidence in the Town's resilience measures in the event of an emergency. An updated resilience plan was being prepared and would be presented to the Town Council in the near future. A number of local volunteers had offered their help and support in the event of any emergency.
- A meeting had taken place with the Norfolk Music Service (minute 42 below).
- Meetings had taken place regarding work experience student placements and

two students would be undertaking work experience with the Town Council.

35 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, 59 logged reports had been included on the crime system and 157 calls taken by the control room. It was noted that there was potential for some incidents to result in more than one offence being recorded.
- (ii) Members noted the reports from Cllr Ward.
- (iii) Cllr Mackie expressed his appreciation of the completion of the work installing the commemorative sphere on River Green. He also reported on the following County Council matters:
 - The Police and Crime Commissioner was now inviting comments on his business plan supporting the case for taking control of the Norfolk Fire Service. The County Council had also produced a business plan supporting the retention of the Fire Service.
 - Haydn Thirtle was congratulated on his recent appointment as the new Chairman of the Broads Authority and the Town Council looked forward to working with him.
 - The Women’s charter had been launched by Norfolk County Council’s new chairman Margaret Stone as part of her aim to celebrate the county’s women during her tenure.
 - The County Council’s Audit Committee was discussing preparations for Brexit. The Auditors had issued an unqualified response to the Audit of the County Council’s accounts which was welcomed.
 - Work was commencing by various committees at the County Council in preparing the budget and savings in the region of £99m would be needed which were being spread over a three year period, together with other savings needed by 2021 because of the loss of the rate support grant.
 - “In Good Company Awards” had been made.
- (iv) Cllr Mancini-Boyle reported that progress was being made on collaborative working between Broadland and South Norfolk Councils and that a facilitator from the Local Government Association was supporting the two councils to progress working together.
- (v) Cllr Fisher reported on progress by the County Council with regard to housing for children aged 16+ who had previously lacked the level of support they needed. He also commented that the opportunity had been taken as part of Norfolk Day celebrations to encourage continued recycling of black plastic. This type of plastic was not easily processed at the recycling centre but efforts were being made to address this.

- (vi) Cllr Emsell reported on the success of the Dussindale community fridge and the Mayor thanked him for his efforts in managing the facility. A number of local supermarkets were contributing food. Others were not involved as they supported other charities with food donations. Approximately 200 kilos of food had been used in June and 300 kilos in July which would have previously ended up as food waste. The scheme was open to anyone to take food as long as the quantities were recorded for the purpose of collating evidence of the amounts diverted from waste. Mr Emsell also reported that the Dussindale garage sale was taking place on 2 September.

36 FINANCE

- (i) Payments List – voucher numbers 353 to 470 totalling £44,029.68 were approved and signed.
- (ii) Bank Reconciliation Statement – the statement as at 31 July 2018 was noted and approved.

37 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 9 July 2018 – noted. Members asked that their views supporting the application regarding the replacement boundary wall at 17 Fiennes Road be strongly reinforced following the refusal of the application by the District Council and the likely appeal by the applicants.
- (ii) Finance and Staff Committee – 16 July 2018 – noted. Planning Permission for the Café had now been granted and building regulation approval was now awaited.

38 RIVER GREEN – CCTV

Members considered the report of the Town Clerk regarding a proposal to install CCTV cameras at River Green. Members indicated that they were keen to see CCTV provision at River Green having regard to recent events of antisocial behaviour in the area. They felt that, in line with normal practice of installation of CCTV cameras on council owned buildings, CCTV provision should be installed for the toilet block and, in addition, a live-view camera be installed on River Green to support promotion of the area as a tourist attraction. The costs of the live-view camera would be £329 plus an annual fee of £40 for up to 5 day recorded feedback.

RESOLVED to proceed with the installation of CCTV cameras at River Green and that the provision include the installation of a live view camera at a cost of £329 plus £40 per annum for the option of up to 5 day recorded feedback.

39 PROPOSAL FOR THE PURCHASE OF A PUBLIC DEFIBRILATOR

Members considered the report of the Town Clerk regarding the purchase of a public access defibrillator to be mounted on the exterior wall of the River Green toilet block having regard to incidents in the local business area. They agreed that the Town Council could underwrite the cost of the facility but were keen to encourage local businesses in the immediate area who benefitted from trade from River Green to contribute towards the cost of the equipment.

RESOLVED to proceed with the capital purchase of a public access defibrillator and

to seek a contribution to the cost from local businesses with the Town Council underwriting the cost up to a maximum of £1882 plus £300 installation costs.

40 RIVER GREEN KIOSK PRODUCTS PROPOSAL

Members considered the report of the Clerk detailing a request that the Town Council provide Thorpe St Andrew themed merchandise to sell at River Green. Members felt that it was premature to contemplate this proposal at the present time and that instead the Town Council should support proposals by the Bishy Barney electric boat company to develop and sell merchandise and to review the situation at a later date. The boat company was looking to strengthen its viability by developing a range of merchandise and it was felt the Town Council should offer its support to them. There might be scope to liaise with the boat company to secure the Town's logo on some of their merchandise, including any maps produced for use by boat hirers. This would also allow time to see how the facilities at River Green progressed. In the meantime, information could be gathered on possible merchandise designs and costings for the future. With regard to the tourist hub, it was agreed that information leaflets including circular walks in the Town should be made available perhaps with the help of the history group.

RESOLVED

- (1) to support proposals by the Bishy Barney electric boat company to develop and sell merchandise at River Green and to invite them to include the Town Council logo on any appropriate merchandise;
- (2) to review options for the Town Council's own merchandise at a future date;
- (3) To provide information leaflets including circular walks in the Town in the tourist hub at River Green perhaps with the help of the history group.

41 THORPE COMMUNITY VISITING SERVICE

Members received a leaflet about the support offered as part of the Thorpe Community Visiting Service. The free service was available to anyone over 18 from any background and was currently run on a Monday by a group of 5 volunteers. Anyone interested in using the service for companionship, help or advice or anyone looking to volunteer for the service should contact the organisation.

42 NORFOLK MUSIC SERVICE

Members considered the report of the Town Clerk detailing options as to how the Town Council could support young musicians and potentially provide opportunities for musical participation at community events. The Norfolk Music Service currently delivered music lessons in many schools and were keen to work with the Town Council to enable young musicians in primary education in the Town to continue with music into high school. Members welcomed the idea and were keen to work with the Norfolk Music Service. Longer term it was hoped the proposal might lead to development of musicians who were able to play at community events in the Town.

RESOLVED to support a proposal for Norfolk Music Service to use the Roxley Hall for 2 hours free of charge (Tuesday afternoons) to allow primary and high school

students to have lessons with a view to creating a music ensemble.

43 REQUEST FROM THORPE ST ANDREW HIGH SCHOOL

Members considered the report of the Town Clerk detailing a request from the High School for a financial contribution of between £600 and £800 to help with staffing and recourse costs associated with the school's proposed civic twinning project by the gifted and talented club. Members welcomed the interest from the High School in working with the Town Council but felt that to enable them to consider the proposal fully, they needed more information on the proposed project, including, detailed costings, how the money would be used, what the proposals included, if any contact had been made with the high school in Canada, the timescales involved and the added value to the gifted and talented students.

RESOLVED that further information be sought from the High School on the proposed project, including, detailed costings, how the money would be used, what the proposals included, if any contact had been made with the high school in Canada, the timescales involved and the added value to the gifted and talented students to enable the Town Council to consider the request for funding.

44 SINGLE USE PLASTIC FREE THORPE ST ANDREW

Members considered the report of the Town Clerk setting out a request for consideration to be given to the Town becoming single-use, plastic free and phasing out the use of single use bottles, cups, cutlery and drinking straws. Members were keen to work towards the proposal to becoming single-use plastic free and to encourage users of its premises and stall holders at events to follow their lead.

RESOLVED that the Town Council adopt a policy of banning single use plastic, switching instead to environmentally friendly alternatives including

- (1) phasing out wherever possible the use of single use plastic in all council activities;
- (2) working with local businesses to encourage phasing out single use plastic promoting alternatives;
- (3) writing to contractors involved in Council events to highlight the policy.

45 MOTION TO CLOSE THE MEETING TO THE PUBLIC AND PRESS

It was proposed, seconded and

RESOLVED to close the meeting to the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information.

46 COLLABORATIVE WORKING

The Town Mayor reported on an opportunity for the Town Council to consider options for collaborative working with Sprowston Town Council. The proposal before the Council was to authorise the Dr Foreman to develop a business case relating to

sharing a Town Clerk with Sprowston and review options for maximising financial savings and improving services to residents. Members generally supported the idea in principal and felt there was scope for further investigations.

With 10 members voting for, 1 against it was

RESOLVED that authority be given to the Town Clerk to proceed with the development of a business case in relation to collaborative working, subject to similar approval by Sprowston Town Council.

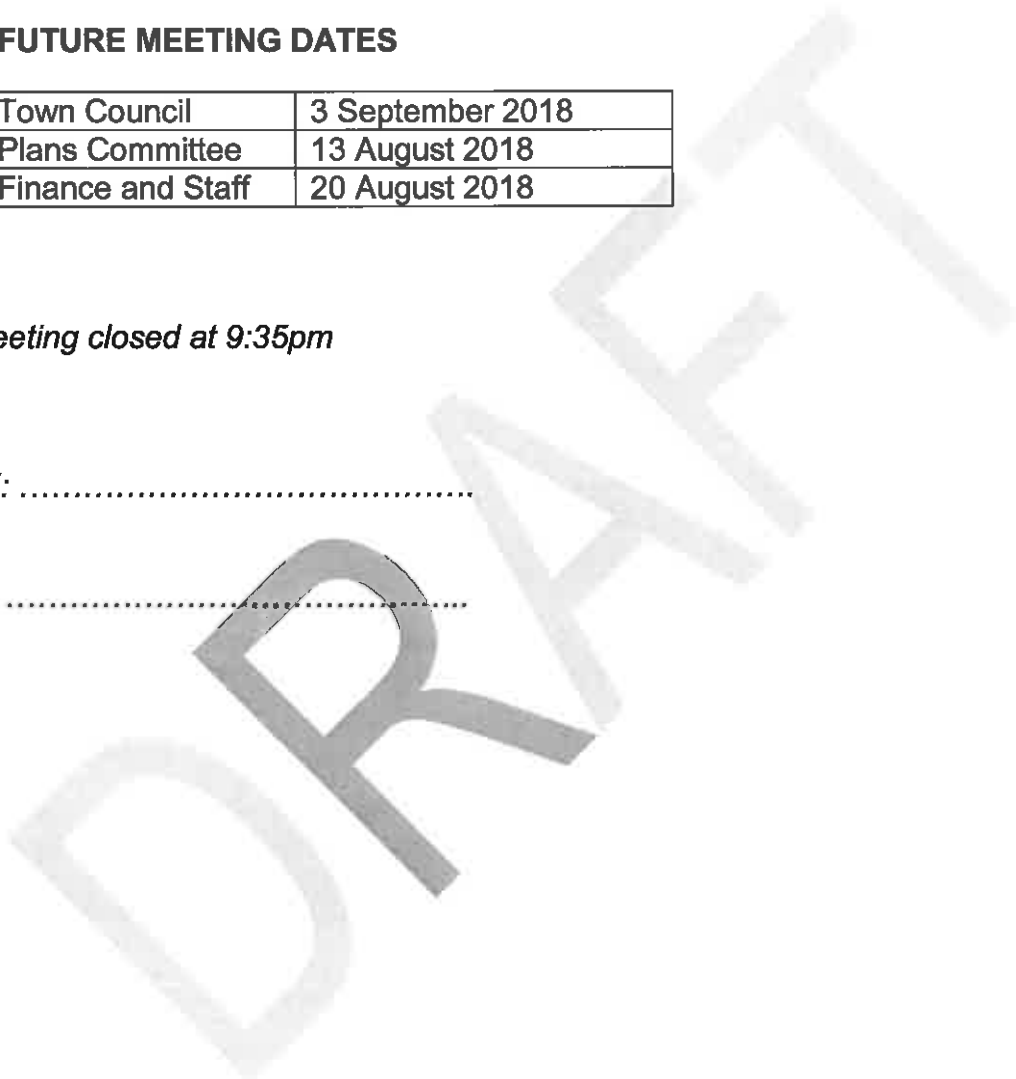
FUTURE MEETING DATES

Town Council	3 September 2018
Plans Committee	13 August 2018
Finance and Staff	20 August 2018

The meeting closed at 9:35pm

Signed:

Dated:



26th August 2018

Report from Councillor John Ward

Broadland District Council

Our Community at Heart Awards are back for a fourth year celebrating those who go above and beyond what is expected of them to improve the lives of others. Nominations are invited until 10th September from:-

- clubs or teams that have achieved something special.
- -volunteers who have helped vulnerable people
- Somebody who has brought generations together in their community
- Somebody who has led a campaign to improve community safety.
- A carer that a Broadland resident could not do without.

A lot of people have reported problems with wasps. The Council can offer a good price on dealing with wasps nests. Details at <http://www.broadland.gov.uk/pestcontrol>

Norfolk County Council

The Northern Western Link consultation had 1700 responses with 75% saying a new road linking the A47 to Broadland Northway was the best option and would improve transportation issues in the area. The full results can be seen at www.norfolk.gov.uk/nwl

One million tonnes of recycling has been processed at the Materials Recycling Facility at Costessey, paper, cardboard, plastics, glass, steel and aluminium. This has all come from kerbside collections since the MRF first opened for processing in April 2004.

The Norfolk Records Office has a vacancy for a digital archive trainee to start on a 15 month programme. The traineeship is offered as part of the 'Bridging the Digital Gap' supported by the Heritage Lottery Fund..

The Norfolk Youth Parliament attached the following message to a wreath laid at Ypres by John Boisson, RBL County Chairman, "100 years later we still remember those who fell fighting for the values we take for granted. As the young people of Norfolk, we still remember because without them our lives would not be what they are."

56 Standard Bearers from Norfolk (the biggest contingent in the country) paraded through The Menin Gate, Ypres, earlier this month, as part of The Great Pilgrimage 90 (90 years since the 1928 Pilgrimage)..

My son carried the standard of Thorpe RBL and I was honoured to attend as their wreath layer. We marched through streets lined with cheering crowds to the Menin Gate for a short service. A poignant event reminding us of the sacrifices made by families across Norfolk and the country.

520(i)

Thorpe St Andrew Town Council
PAYMENTS LIST

28 August 2018 (2018/19)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
471	31/07/2018		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	45.16	9.03	54.19
472	31/07/2018		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	56.45	11.29	67.74
473	31/07/2018		Bank 1 Current Ac	dd	Bank charges	Lloyds Bank	E	28.60	0.00	28.60
474	31/07/2018		Bank 1 Current Ac	dd	Bottle bank	URM UK	S	7.50	1.50	9.00
475	31/07/2018		Bank 1 Current Ac	dd	Telephone - Morse Pavill	Talk Talk	S	47.95	9.59	57.54
476	31/07/2018		Bank 1 Current Ac	dd	Telephone - Fitz Pavilion	Talk Talk	S	31.00	6.20	37.20
477	31/07/2018		Bank 1 Current Ac	dd	Telephone - Office	Talk Talk	S	46.94	9.39	56.33
478	01/08/2018		Bank 1 Current Ac	dd	Mobile - office	O2	S	14.04	2.81	16.85
479	01/08/2018		Bank 1 Current Ac	dd	Mobile telephones - Rec	O2	S	42.33	8.46	50.79
480	07/08/2018		Bank 1 Current Ac	dd	Street light - maintenanc	Cozens UK Ltd	S	400.00	80.00	480.00
481	07/08/2018		Bank 1 Current Ac	7951	Stationery	Mrs J Fenn - petty cash	S	3.26	0.64	3.90
482	07/08/2018		Bank 1 Current Ac	7951	Staff expenses	Mrs J Fenn - petty cash	E	10.00	0.00	10.00
483	07/08/2018		Bank 1 Current Ac	7951	Photocopying	Mrs J Fenn - petty cash	S	6.66	1.34	8.00
484	07/08/2018		Bank 1 Current Ac	7951	Trailer parts	Mrs J Fenn - petty cash	S	29.14	5.83	34.97
485	07/08/2018		Bank 1 Current Ac	7951	Postage	Mrs J Fenn - petty cash	E	2.50	0.00	2.50
486	07/08/2018		Bank 1 Current Ac	7952	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
487	07/08/2018		Bank 1 Current Ac	7952	Field Maintenance - Rec	Ben Burgess	S	195.00	39.00	234.00
488	07/08/2018		Bank 1 Current Ac	7952	Field Maintenance - Duss	Ben Burgess	S	130.00	26.00	156.00
489	07/08/2018		Bank 1 Current Ac	7953	Net hooks	Collier Turf Care Ltd	S	40.10	8.02	48.12
490	07/08/2018		Bank 1 Current Ac	7954	Fencing allotments	G & G Fencing	S	1,659.36	331.87	1,991.23
491	07/08/2018		Bank 1 Current Ac	7954	Fencing allotments	G & G Fencing	S	1,106.24	221.25	1,327.49
492	07/08/2018		Bank 1 Current Ac	7955	Trailer parts	Indespension	S	254.00	50.80	304.80
493	07/08/2018		Bank 1 Current Ac	7955	Service equipment	Indespension	S	115.00	23.00	138.00
494	07/08/2018		Bank 1 Current Ac	7956	Stationery	Ian Smith	S	85.96	17.19	103.15
495	14/08/2018		Bank 1 Current Ac	dd	Fuel	Fuel Genie	S	290.46	58.08	348.54
496			Mr T Foreman							
497			Sayer salary							
498			Fenn salary							
499			Bass - salary							
500			Calver salary							
501			Mr G Watkins							
502			Parr - salary							
503			Matthews - salary							
504			Jones salary							
505			Seaman salary							
506			Fenn salary							

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
507 Fenn - pension employe										
508 Sayer salary										
509 Sayer - pension employ										
510 Bass - salary										
511 Bass - pension employe										
512 Mr T Foreman										
513 Foreman - pension emp										
514 Calver salary										
515 Calver pension employe										
516 Mr G Watkins										
517 Watkins - pension emp										
518 Parr - salary										
519 Parr employers pension										
520 Jones salary										
521 Jones pension employe										
522 Seaman salary										
523 Seaman pension employ										
524 Sayer salary										
525 Sayer - NIC employer										
526 Mr T Foreman										
527 Foreman employers nic										
528 Student loan										
529 Bass - salary										
530 Bass - NIC employer										
531 Calver salary										
532 Calver -employers nic										
533 Student loan										
534 Mr G Watkins										
535 Parr - salary										
536 Parr - employers NIC										
537 Jones salary										
538 Jones nic employer										
539 Seaman salary										
540 Seaman employers nic										
541 Matthews - salary										
542 Water	14/08/2018		Bank 1 Current Ac	7958	Water charges - Roxley F	Anglian Water	E	137.37	0.00	137.37
543 Water rates	14/08/2018		Bank 1 Current Ac	7958	Water charges - Fitz Pav	Anglian Water	E	3,257.00	0.00	3,257.00
544 Training	14/08/2018		Bank 1 Current Ac	7959	Clothing H & S	Ben Burgess	S	267.98	30.30	298.28
545 Photocopy charges	14/08/2018		Bank 1 Current Ac	7960	Photocopying	Eastern Business System	S	74.79	14.96	89.75

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
546 Newsletter	14/08/2018		Bank 1 Current Ac	7961	Newsletter delivery	Forethought Marketing	S	219.65	43.92	263.57
547 Park maintenance	14/08/2018		Bank 1 Current Ac	7962	Locks	A C Leigh	S	61.70	12.34	74.04
548 Park maintenance	14/08/2018		Bank 1 Current Ac	7962	Locks	A C Leigh	S	22.46	4.49	26.95
549 Cleaning bus shelters	14/08/2018		Bank 1 Current Ac	7963	Cleaning bus shelters	R Marroy	E	100.00	0.00	100.00
550 Park maintenance	14/08/2018		Bank 1 Current Ac	7964	Annual inspection	Playsafety Ltd	S	99.75	19.95	119.70
551 Park maintenance	14/08/2018		Bank 1 Current Ac	7964	Annual inspection	Playsafety Ltd	S	99.75	19.95	119.70
552 River Green maintenance	14/08/2018		Bank 1 Current Ac	7964	Annual inspection	Playsafety Ltd	S	84.00	16.80	100.80
553 Morse - gas/expenditure	14/08/2018		Bank 1 Current Ac	7965	Gas charges - Morse	Total Gas & Power	L	70.33	3.52	73.85
554 Energy charge	14/08/2018		Bank 1 Current Ac	7965	Streetlight-energy charge	Total Gas & Power	S	1,319.87	263.97	1,583.84
555 Cleaning and cleaning n	14/08/2018		Bank 1 Current Ac	7966	Cleaning - Morse Pavilion	Town and Country Clear	E	470.00	0.00	470.00
556 Cleaning	14/08/2018		Bank 1 Current Ac	7966	Cleaning - Fitz Pav	Town and Country Clear	E	730.00	0.00	730.00
557 Cleaning	14/08/2018		Bank 1 Current Ac	7966	Cleaning - Roxley Hall	Town and Country Clear	E	505.00	0.00	505.00
558 Materials fixtures & fitti	14/08/2018		Bank 1 Current Ac	7967	Goods	Trade UK	S	26.47	5.29	31.76
559 Materials fixtures & fitti	14/08/2018		Bank 1 Current Ac	7967	Goods	Trade UK	S	12.32	2.46	14.78
560 Materials fixtures & fitti	14/08/2018		Bank 1 Current Ac	7967	Goods	Trade UK	S	29.12	5.83	34.95
561 Vehicle lease	20/08/2018		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
562 Morse Pavilion	20/08/2018		Bank 1 Current Ac	online	Service fire equipment	E Fire	175.00	35.00	210.00	
563 Town Hall	20/08/2018		Bank 1 Current Ac	online	Service fire equipment	E Fire	207.00	41.40	248.40	
564 Electricity	20/08/2018		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	361.62	72.32	433.94
565 Electricity	20/08/2018		Bank 1 Current Ac	dd	Electricity - Roxley Hall	Opus Energy	L	72.38	3.62	76.00
566 Electricity	20/08/2018		Bank 1 Current Ac	dd	Electricity - floods/workst	Opus Energy	L	32.47	1.62	34.09
567 Electricity	20/08/2018		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	L	107.93	5.40	113.33
568 Mileage	20/08/2018		Bank 1 Current Ac	online	Mileage	Mr M Seaman	X	89.10	0.00	89.10
569 Hillside maintenance	20/08/2018		Bank 1 Current Ac	online	Bass tax/nic	Bee boxes	S	106.24	21.25	127.49
570 Computer/Photocopier	20/08/2018		Bank 1 Current Ac	buscard	Software update	Microsoft	E	475.20	0.00	475.20
571 Miscellaneous	20/08/2018		Bank 1 Current Ac	buscard	Flag	Hampshire Flag Compar	S	71.49	14.30	85.79
572 Miscellaneous	20/08/2018		Bank 1 Current Ac	buscard	Banners dementia/lunche	Premier Print	X	117.60	0.00	117.60
573 Events Payments/Receiv	20/08/2018		Bank 1 Current Ac	buscard	Costumes	Costume world	X	100.00	0.00	100.00
574 Miscellaneous	20/08/2018		Bank 1 Current Ac	buscard	Goods for luncheon club	Nisbets	S	39.30	7.86	47.16
575 Town Hall loan	28/08/2018		Bank 1 Deposit Ac	dd	Loan Payment	Public Works Loan Boar	X	2,018.95	0.00	2,018.95
576 Wheeled/litter/dog bins	28/08/2018		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	56.45	11.29	67.74
577 Wheeled/litter/dog bins	28/08/2018		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	67.74	13.55	81.29
578 Telephone	28/08/2018		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
579 Soccer marking	28/08/2018		Bank 1 Current Ac	dd	Soccer marking	Norse	S	378.83	75.77	454.60
580 Field maintenance cont	28/08/2018		Bank 1 Current Ac	dd	Field Maintenance - Rec	Norse	S	551.30	110.26	661.56
581 Shrub bed - St Will Loke	28/08/2018		Bank 1 Current Ac	dd	St Williams Loke - prunin	Norse	S	7.30	1.46	8.76
582 Sports turf maintenance	28/08/2018		Bank 1 Current Ac	dd	Sports Turf - Rec Grd	Norse	S	525.00	105.00	630.00
583 Turf maintenance	28/08/2018		Bank 1 Current Ac	dd	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
584 Field maintenance conti	28/08/2018		Bank 1 Current Ac	dd	Field Maintenance - Duss	Norse	S	293.65	58.73	352.38

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
585	Commissioners Cut - pic	28/08/2018	Bank 1 Current Ac	dd	Picnic area maintenance	Norse	S	34.50	6.90	41.40
586	Grounds machinery	03/09/2018	Bank 1 Current Ac	7968	Goods	Bartlums	S	37.82	7.56	45.38
587	Sports turf maintenance	03/09/2018	Bank 1 Current Ac	7969	Linemarkers	Builders Equipment	S	3.95	0.79	4.74
588	Verge cutting	03/09/2018	Bank 1 Current Ac	7970	Brush cutter/harness	Ben Burgess	S	645.00	129.00	774.00
589	Verge cutting	03/09/2018	Bank 1 Current Ac	7970	Brush cassette	Ben Burgess	S	710.00	142.00	852.00
590	Roxley Hall	03/09/2018	Bank 1 Current Ac	7971	Service equipment	Vincent Security	S	185.00	37.00	222.00
591	Town Hall	03/09/2018	Bank 1 Current Ac	7971	Service equipment	Vincent Security	S	155.00	31.00	186.00
592	Morse Pavilion	03/09/2018	Bank 1 Current Ac	7971	Service equipment	Vincent Security	S	130.00	26.00	156.00
Total								39,165.27	2,497.78	41,663.05

PAYMENT LIST

Salaries	vouchers 496-505	August	11215.38
HMRC	vouchers 524-541	Tax and NIC	3246.31
Norfolk Pension Fund	vouchers 506-523	Employer/employee payments	3844.40

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

1 Present:

Mr J Fisher (Chairman)
Mr P Berry Mr F Bowe Mr R Robson Mr S Snelling

Apologies:

Mr N Hancock Mr D Sears

In attendance:

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

There were no members of the public present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Item
Mr Robson	REF: 20181222 – 1 Independent Way – knew the applicant

3 MINUTES

The minutes of the meeting held on 9 July 2018 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

None

5 PLANNING APPLICATIONS

- (i) REF: 20180496 – 9 Oak Avenue – revised design incorporating dual pitched roof above existing single storey rear extension - **NO OBJECTION.**
- (ii) REF: 20181070 – 16 Eastern Road – two-storey side and rear extension and single storey rear extension – it was noted that amended plans had been submitted omitting the proposed windows in one of the elevations with the exception of one small widow, which was obscure-glazed. The neighbours were now satisfied with the situation regarding overlooking but were still concerned about loss of light to their property. Having regard to the position of an existing garage, which would be removed, it was not felt the proposal would have any additional impact on light to the property. Concerns were raised about the fact that the plans did not refer to surface-water drainage proposals (mindful of the sloping nature of the rear garden) nor details regarding the removal of the chimney and re-siting of the boiler. It was anticipated these matters would be dealt with by the planners/building control. **NO OBJECTION but note concerns regarding lack of information regarding surface water drainage, chimney removal and boiler relocation.**
- (iii) REF: 20181100 – 20 Eastern Road – **NO OBJECTION.**

- (iv) REF: 20181122 – 8A South Avenue – Felling of T1 - large multi-stem Sycamore – it was noted that this application had now been determined and that approval given for the felling. **NOTED and supported.**
- (v) REF: 20181146 – 16 Longfields Road – loft conversion with front and rear dormer windows - **NO OBJECTION.**
- (vi) REF: 20181151 – 30 Hampden Drive – proposed two-storey rear extension (revised) – amended plans had been received to show the correct compass references. It was understood that the owners of no: 28 had raised a concern about a window overlooking their property. The window was at fence height and no higher than the existing conservatory which would be replaced. The new tenant had also raised a concern about loss of light. Having regard to the orientation of no: 28, it was felt there was unlikely to be any additional loss of light. **NO OBJECTION.**
- (vii) REF: 20181156 – The Old Rectory, 103 Yarmouth Road – change of use from hotel C1 to single dwelling C3 - **NO OBJECTION.**
- (viii) REF: 20181171 – 12 Prior Road – hip to gable conversion and rear dormer – whilst there was no objection to the proposal in principle, there was concern about the size and design of the dormers which it was felt could be reduced and improved. **NO OBJECTION but that the applicants be asked to consider improving the design of the dormers and reducing their size.**
- (ix) REF: 20181184 – 110 South Hill Road – side and rear extensions – **NO OBJECTION.**
- (x) REF: 20181196 – Beech Hill, Langley School - partial demolition to make safe fire damaged Beech Hill building – retrospective – having regard to the issue of safety, **NO OBJECTION but the Town Council would wish to see the opportunity taken to retain the remaining building as it was an important listed building in the Town.**
- (xi) REF: 20181200 – Margareta, 1 School Avenue – first floor side extension and two-storey rear extension - **NO OBJECTION.**
- (xii) REF: 20181222 – 1 Independent Way – two storey front extension - **NO OBJECTION.**
- (xiii) REF: 20181200 – 18 Booty Road – single storey rear extension - **NO OBJECTION.**

BROADS AUTHORITY

BA/2018/0253/FUL – The Ferry, 3 Bungalow Lane – replace existing bungalow and workshop with a bungalow of the same combined footprint – relocate public footpath to the East boundary – **NO OBJECTION.**

BA/2018/0167/COND – River Green – removal of condition 6 of planning permission BA/2009/0242/FUL which removed permitted development rights – **NOTED.**

6 APPEAL

REF: APP/K2610/C/17/3188138 - 185 Yarmouth Road – Appeal notice – **a written representation be made to support Broadland District Council's enforcement action.**

INFORMATION ONLY

REF: 20180939 – Sir Georges Morse Park – permission granted for change of use for café. **NOTED.**

REF: 20180945 – 12 Margetson Ave – new boundary treatment – **the Committee's view of NO OBJECTION still stands.**

New Listed Structure: Thorpe St Andrew War Memorial – confirmation of listing - Grade II. **NOTED.**

ENFORCEMENT NOTICES – CONFIDENTIAL

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

ANY OTHER BUSINESS

The Chairman referred to the increasing number of proposals being considered for the installation of dormers in bungalows and changing hip roofs to gables and the demand for larger dormers to accommodate more room space. The Town Council's current policy in relation to these was becoming outdated, focusing mainly on the need to try to avoid flat roof dormers, and it was felt it would be useful to review the policy. Members supported this suggestion and agreed it would be helpful to be guided by one of the District Council Planning Officers and to this end it was

RESOLVED to invite a District Council Planning Officer to attend a future meeting to advise members on this matter.

DATES OF NEXT MEETINGS

Town Council	3 September 2018
Plans Committee	10 September 2018

The meeting closed at 08:40pm

Signed:

Dated:

Thorpe St Andrew Town Council



Town Council : 3rd September 2018

Youth Council Proposal

Agenda Item: 55

Reason for this Report

This report has been prepared to give the background to a Youth Council presentation by work experience student, Oliver Coe.

Result

The Town Council has been a long-standing advocate for a Youth Council to be set up in Thorpe St Andrew. As part of his work experience with the Town Council a student of Thorpe St Andrew School (sixth-form), has written a presentation (Appendix A) for the Town Council to consider. Given the interest by Thorpe St Andrew High School to begin a scheme for students, as explained at the August Town Council meeting, this proposal could form part of an ongoing link between the School and the Council.

Legal Implications

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

Financial Implications

There are potential financial implications arising from this report.

YOUTH COUNCIL

Structure

- **Head/Chair and Deputy** – Voted for by members once a year, permitting they are above the age of 15 and can only hold their positions for a year. They are present at Town Council meetings where they talk about what the Youth Council have discussed.
- **Treasure** – Voted by members once a year, They oversee the budget for the year and write checks, but a signature from the Head is needed to show the Youth Councils approval and a signature from the Clerk and another Town Council member is also needed.
- **Media manger and 2 assistants** – Voted by members once a year, and assistants chosen by the Media manager. They oversee the social media accounts and Youth Council website. While being responsible for promotion through schools' Scouts and other organizations.
- **Events manager and 2 assistances** – Voted by members once a year, and assistants chosen by Events manager. They set up events that promote and raise money for the Youth Council and chosen charities, working with the Town Council.
- **Sectary** – Chosen by the Chair and Deputy they keep minuets for the meeting and produce a news letter with the Media manger and their assistants.
- There will then be 10 other Youth Council members who turn up to meetings, propose ideas and advising on proposals.

Selection of members

- Voting for members happens mid-January. The voting is done over a secure google form that can be accessed via the Youth Council website or through a subscription to the online newsletter. A link to this form will be emailed to everyone at the High School.
- New candidates can apply by emailing a member of the Town Council, application forms are found on the Youth Council website.
- Up to 10 candidates can be pushed through by the High School providing they are a member of a Youth body at the High School, providing their application is acceptable.
- The Youth Council will be promoted through local Scout groups and Scouting and other groups can push through up to 3 candidates, providing their application is acceptable.
- Members want to be re-elected are automatically candidates and don't need to go through the application process.
- Promotion of the Youth Council election will be on every Town to Youth council news letter.
- The 20 candidates with the highest votes will be on the Youth Council (numbers on the Youth Council maybe smaller in the first few years).
- The first meeting after the election will be used to decide roles and the charity to raise money for that year.

Constitution

- They are permitted by the Town Council to have free reign over certain areas and issues, but any financial transactions need to be signed off by the Clerk, a Town Council Member and the Youth Council Chair.
- They can review any proposals set out by the Town Council that they believe will affect the youth and put forward suggestions.
- They can propose ideas and give advice on issues that may not necessarily involve the Youth during Town Council meetings.
- Members of the Youth Council can only be removed through a 2/3 vote by the Youth Council itself, providing there is sufficient justification for their removal.
- They will sit 10 days before the Town Council.
- The amount of money given to the Youth Council each year is decided by the Town Council along with the areas and/or issues it is allowed to have free reign over.
- The amount of money given to the Youth Council will be about £500 - £1000.
- There will be a google drive that all members have access to, allowing them to communicate between meetings.

Constitution continued

- For members to be elected they must live within a 5 mile radius of the Town Council.
- At least 1/3 of the members need to be present for a vote to take place.
- In the event that there is no majority for a decision the Chair will have the casting vote.
- Meetings are open to the public.
- Members serve a 1 year term before elections.
- Before elections for members begin a "steering group" is needed. This will be a small group of young people to set up the Youth Councils website, social media and aims for the future. When this is done they can begin the formal election processes.

Thorpe St Andrew Town Council



Town Council : 3rd September 2018

Request from Dussindale Allotment Association

Agenda Item: 56

Reason for this Report

This report has been prepared to outline a request by the Dussindale Allotment Association.

Result

The following email has been received from the Allotment Association Chairman:

Following our recent meeting the Dussindale Allotment Association submit the following proposal for council approval

Proposed usage of Association “Community” Plot:

- Meeting venue for committee
- Site for Association Noticeboard
- Social space for occasional tea/coffee mornings/afternoons for members, members to muddle, exchange ideas, offer advice, support new allotmenters, swap spare seeds and plants, offer spare produce, hand in and collect seed catalogue orders.
- Shed for: Storage of tea/ coffee making equipment, folding chairs & table. First aid kit . Library of gardening magazines/books available for members use.

· Possible future development of supervised, educational use by small groups – eg linked with local primary school. Cf <https://schoolgardening.rhs.org.uk/about-us>

The plot that we have in mind is Plot 2x that has recently been vacated. The Association is willing to pay the annual rent for this plot if necessary.

Advice

Allotment 2x is currently available on the Dussindale Allotment Site, and currently there is a small waiting list for people wanting allotments on the site. We are currently renewing the allotment tenancies and therefore may have some additional allotment plots to let to reduce or remove the waiting list.

Allotment 2x was an additional plot made by the Town Council near the car park and is deemed suitable by Officers for this usage, chargeable at the normal rate.

Legal Implications

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Financial Implications

There are no financial implications arising from this report.

Thorpe St Andrew Town Council



Town Council : 3rd September 2018

Bowls Club Lease

Agenda Item: 57

Reason for this Report

This report presents the Bowls Club lease, previously agreed in principle, for sealing with the Town Seal.

Background

The Bowls Club lease expired in April 2018, and Sch. 2 of the lease required that it be renewed on identical terms.

Result

This lease (Appendix A) is identical to the previous lease except for a land registry style map, and the removal of Sch. 2. This means that the right to renew on identical terms in 15 years has been removed, meaning the lease will not be granted in perpetuity.

Advice

The Town Council is asked to resolve to accept the new lease and order the Town Council to execute the sealing of the document as stated within the Standing Orders of the Town Council.

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.

Lease by way of renewal or extension of an existing
lease

LR1. Date of the lease

LR2. Title Number(s)

LR2.1 Landlord's title number(s)

LR2.2 Other title numbers

P167312

LR3. Parties to this lease

Landlord

Thorpe St. Andrew Parish Council

Town Hall Fitzmaurice Park Pound Lane Thorpe St Andrew NR7 0UL

Tenant

[REDACTED], Sprowston, Norwich, NR7 8EA

[REDACTED], Norwich NR7 9HT

[REDACTED], Sprowston, Norwich NR7 8JP

[REDACTED], Thorpe End, Norwich NR13
5BT

LR4. Property

In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.

All that property comprising the bowling green and club house situate at Thorpe Recreation Ground, Laundry Lane, Thorpe St. Andrew, Norwich, as the same is for the purpose of identification only edged red on the annexed plan.

LR5. Prescribed statements etc

None.

LR6. Term for which the Property is leased

The term as specified in this lease at clause 3.

LR7. Premium

None

LR8. Prohibitions or restrictions on disposing of this lease

This lease contains a provision that prohibits or restricts dispositions.

LR9. Rights of acquisition etc

LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land

As contained in Schedule 2 of the Previous Lease

LR9.2 Tenant's covenant to (or offer to) surrender this lease

None.

	LR9.3 Landlord's contractual rights to acquire this lease
	None.
LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property	None.
LR11. Easements	LR11.1 Easements granted by this lease for the benefit of the Property
	Clause 3 of this lease and clause 1.5 of the Previous Lease
	LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property
	Clause 3 of this lease and Schedule 1 of the Previous Lease
LR12. Estate rentcharge burdening the Property	None.
LR13. Application for standard form of restriction	None.
LR14. Declaration of trust where there is more than one person comprising the Tenant	<p><i>[If the Tenant is one person, omit or delete all the alternative statements. If the Tenant is more than one person, complete this clause by omitting or deleting all inapplicable alternative statements]</i></p> <p>[The Tenant is more than one person. They are to hold the Property on trust for themselves as joint tenants.</p> <p>OR</p> <p>The Tenant is more than one person. They are to hold the Property on trust for themselves as tenants in common in equal shares.</p> <p>OR</p> <p>The Tenant is more than one person. They are to hold the Property on trust.]</p> <p><i>[complete as necessary]</i></p>

THIS LEASE is made between the parties referred to in clause LR3 and the provisions that follow have effect subject to the provisions contained, and terms used, in clauses LR1 to LR13.

DATE:

PARTIES

- (1) THORPE ST ANDREW PARISH COUNCIL of Town Hall Fitzmaurice Park Pound Lane
Thorpe St Andrew NR7 0UL (**Landlord**);
- (2) [REDACTED] of [REDACTED], Sprowston, Norwich, NR7 8EA,
and [REDACTED] of [REDACTED], Norwich NR7 9HT
and [REDACTED] of [REDACTED], Sprowston, Norwich NR7 8JP
and [REDACTED] of [REDACTED], Thorpe End, Norwich NR13 5BT
as Trustees of Thorpe Recreation Bowling Club (**Tenant**).

1 DEFINITIONS

For all purposes of this lease, the terms defined in this clause have the meanings specified:

- Previous Lease** a lease (a copy of which is attached) dated 7th April 2003 and made between (1) the Landlord and (2) the Tenant by which the Property was let to the Tenant for a term of 15 years starting on 1st April 2003 at a rent of one peppercorn a year;
- Property** the premises demised by the Previous Lease shown edged red on the attached plan;
- VAT** value added tax or any other tax of a similar nature and unless otherwise expressly stated all references to rents or other sums payable by the Tenant are exclusive of VAT.

2 RECITALS

2.1 Vesting of the Property and the reversion

The Property is vested in the Tenant and the interest immediately expectant on the expiry of the term granted by the Previous Lease is vested in the Landlord.

2.2 Request for renewal

The Tenant has requested the Landlord to grant a further lease of the Property to him in accordance with the provisions of Schedule 2 of the Previous Lease on the terms appearing below.

3 LETTING

The Landlord lets the Property to the Tenant with full title guarantee, with the rights granted by the Previous Lease and excepting and reserving to the Landlord the matters excepted and reserved by the Previous Lease for the term of 15 years commencing on and including the date hereof subject to all rights, easements, privileges, restrictions, covenants and stipulations of whatever nature contained or referred to in the Previous Lease yielding and paying to the Landlord on the same days and in the same manner as under the Previous Lease a yearly rent of the same amount as that reserved by the Previous Lease.

4 TERMS OF THIS LEASE

This lease is made on the same terms and subject to the same covenants, provisions and conditions as are contained in the Previous Lease, with the exception of Schedule 2 which shall be deleted, so that this lease is to be construed and take effect as if those terms, covenants, provisions and conditions were repeated in this lease in full.

5 COMPLIANCE WITH OBLIGATIONS

5.1 The Tenant

The Tenant agrees with the Landlord to observe and perform all the covenants and conditions on his part contained in the Previous Lease.

5.2 The Landlord

The Landlord agrees with the Tenant to observe and perform all the covenants and conditions on his part contained in the Previous Lease.

6 Limitation of liability

6.1 No liability shall attach to the Tenant once the Term has ceased to be vested in the Tenant.

6.2 The liability of the Trustees for the time being to perform the covenants and conditions contained in the Previous Lease and their liability for any breach of those covenants and conditions shall be joint and several.

6.3 The liability of the Trustees for the time being in respect of any breach referred to in clause 6.2 shall be limited in amount to the realisable value of the assets of Thorpe Recreation Bowling Club ("the Club") and nothing in this lease shall entitle the Landlord to pursue exercise or enforce any right or remedy in respect of any such breach against the personal effects or assets of any Trustee or against any assets for the time being vested in any Trustee that are not assets belonging to the Club.

This lease has been executed and delivered as a deed today

Executed as a Deed by
affixing the Common Seal of
Thorpe St Andrew Town
Council in the presence of

PROPER OFFICER

Signed as a deed by )

Signed as a deed by )

In the presence of



Witness signature:)

Name (in BLOCK CAPITALS): *[insert name]*
Address: *[insert address]*
Occupation: *[insert occupation]*

In the presence of

Witness signature:)



Name (in BLOCK CAPITALS): *[insert name]*
Address: *[insert address]*
Occupation: *[insert occupation]*

Signed as a deed by )


In the presence of

Witness signature:)

Name (in BLOCK CAPITALS): *[insert name]*
Address: *[insert address]*
Occupation: *[insert occupation]*

Signed as a deed by )


In the presence of

Witness signature:)

Name (in BLOCK CAPITALS): *[insert name]*
Address: *[insert address]*

Occupation:

[insert occupation]