

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

29th May 2019

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 June 2019 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman Clerk to the Council

AGENDA

- 16 Attendance book and apologies for absence.**
- 17 Declarations of interest in items on the agenda.**
- 18 To confirm the minutes of the Town Council meeting held on 13th May 2019**
- 19 Announcements (For information only)**
 - To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 20 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
- 21 Finance**
 - (i) Annual Governance and Accountability Return 2018/19
 - a. Section 1 Annual Governance Statement
 - b. Section 2 Accounting Statement
 - c. Annual Internal Audit Report
 - d. Internal Audit Report – Pauline James
 - (ii) Payment List – Voucher numbers 126 to 238 totalling £63,378.63
 - (iii) Bank Reconciliation Statement
- 22 Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 20th May 2019
- 23 Time and Day of Council Meetings 2019/20 – Verbal report by Councillor John Fisher-for decision**
- 24 Request for Support from Scotty's Little Soldiers – Correspondence attached-for decision**
- 25 Dog Control on Parks – Correspondence attached – for decision**
- 26 Bonfires on Allotments – Correspondence attached – for decision**
- 27 Canada Twinning Visit – Verbal report by Councillor Mackie – for decision**
- 28 Walking Plan of Town – Verbal Report – for decision**
- 29 Sainsbury's Recycling Bins – Verbal Report by Councillor Lawn – for decision**
 - To 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 commercially sensitive information.
- 30 Land at Thorpe Island – Confidential Report attached – for decision**

Future Agenda Items. (Not for discussion)

Date of Future Meetings: Plans Committee 10th June 2019
Finance and Staff 17th June 2019
Events and Media 24th June 2019

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 Annual Town Council meeting
held on 13 May 2019 at 7:30pm**

1 ELECTION OF TOWN MAYOR

It was proposed, seconded and duly

RESOLVED that Cllr J Fisher be appointed as Town Mayor.

2 ELECTION OF DEPUTY TOWN MAYOR

It was proposed, seconded and duly

RESOLVED that Miss S Lawn be appointed as Deputy Town Mayor.

3 COMMITTEE TERMS OF REFERENCE AND MEMBERSHIPS

Members considered the report of the Town Clerk inviting them to approve the Terms of Reference of Committees of the Town Council.

RESOLVED to approve the Terms of Reference as set out in the report.

Membership of Committees

RESOLVED that membership of Town Council Committees / Panels for 2019/20 would be as follows:

Plans Committee: Mr Berry, Mr Bowe, Mr Fisher, Mrs Fisher, Mr Garner, Mr Snelling.

Finance and Staff Committee: Mr Bowe, Mr Emsell, Mr Fisher, Miss Lawn, Mr Mackie, Mr Reeve, Mr Shaw, Mr Snelling, Mr J Ward.

Events Committee: Mr Boast, Mr Emsell, Mrs Fisher, Miss Lawn, Mr Reeves, Mr Snelling, Mr Ward.

4 APPOINTMENT TO EXTERNAL BODIES AND ALLOTMENT PANEL

RESOLVED to appoint the following members to the Allotment Panel: Miss Lawn, Mr Berry, Mrs Fisher.

It was further

RESOLVED that the Town Mayor and the Town Clerk be authorised to determine if any allotment complaints need to be determined by an independent person from the Council's legal advisors, Nplaw.

5 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Boast	Mr J Emsell
Mrs J Fisher	Mr T Fordham	Mr I Mackie	Mrs T Mancini Boyle
Mr L Reeves	Mr N Shaw	Mr S Snelling	Mr J Ward

Apologies:

Mr Garner	Mr Lake	Miss S Lawn
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In attendance:

Dr T Foreman (Town Clerk)

Mrs D Matthews (Committee Officer)

Father James and two members of the public were in attendance.

6 DECLARATIONS OF INTEREST

None made

7 MINUTES

The minutes of the meeting held on 1 April 2019 were agreed and signed as a true record.

8 ANNOUNCEMENTS

It was agreed to write to all retiring members of the Town Council to thank them for their work on the Council.

The Town Clerk reported on the following matters:

- Confirmation of Acceptance of Office forms – most had now been signed.
- The opening of the café
- A meeting with the boat hire company
- A meeting with the allotment association
- Meeting with the retired and the new Sprowston Town Clerk
- The Auditors would be in attendance at the office on 28 May 2019
- Attendance at the dementia café and the dementia advisory service
- St Georges day event had been held
- Meeting with the Broads Authority regarding their local plan and discussions regarding their proposals to work with the Yare Boat Club to overcome difficulties arising from policies in their local plan.
- Meeting with the High School and discussions with the 6th form about their current initiatives which were not well know outside the school and positive moves to develop a link with the Town Council. The organisers of the 6th form prom had been hoping to provide a cake for the prom but were struggling to fund it and were delighted to learn that Nanny's cakes had offered to provide them with a cake free of charge.

9 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 – no update given.
- (ii) Members noted the report from Cllr Ward.
- (iii) Cllr Mackie reported on the following County Council matters:
 - The Council had reverted to a Cabinet style of governance

- He had been appointed as Chairman of the Audit Committee and Vice-Chairman of the Conservative Group at the County Council.
- The Council was considering its new 6 year strategy for economic growth to bridge the social mobility gap. Gt Yarmouth, Kings Lynn and Thetford had been identified as the three main target areas.
- Continued promotion of the dualling of the A47 and the 3rd river crossing
- The first wave of statistics for traffic flow following the opening of the NDR indicated a reduction in traffic in and around the Plumsteads.
- Promotion of the consultation on the Norwich Western Link Road.
- Early subscriptions indicated that Hillside School was oversubscribed and Dussindale was undersubscribed.

Cllr Mackie congratulated Cllr Fisher on his appointment as the County Council's Cabinet Member for Children's Services.

Cllr Mancini-Boyle reported that she has been elected as deputy leader of Broadland District Council and the Portfolio Holder for Finance. Work on collaboration with South Norfolk Council was continuing.

Cllr Emsell reported on his appointment to the Cabinet at Broadland District Council.

Father James commented that a new Head Teacher had been appointed at Hillside Primary School as from September 2019.

10 FINANCE

- (i) Financial Statement 1/4/2018 to 31/1/2019
RESOLVED that the Financial Statement be approved and signed.
- (ii) Variance Notes for the financial statement 1/4/2018 to 31/1/2019
RESOLVED that the Variances be approved and signed.
- (iii) Income, Expenditure, Balance Sheet and Variances 1/4/2018 to 31/3/2019 – members received the income, Expenditure, Balance Sheet and Variances 1/4/2018 to 31/3/2019.
RESOLVED to approve these submissions
- (iv) End of Year Earmarked Reserves – members received details of the Earmarked Reserves and
RESOLVED to approve the Reserves.
- (v) Payments List Voucher numbers 1 to 125 totalling £73,772.37
RESOLVED to approve the Payments List.
- (vi) Bank Reconciliation Statement as at 30/4/2019
RESOLVED to approve the Bank Reconciliation Statement.

11 DRAFT MINUTES OF COMMITTEE MEETINGS

Plans Committee – 8 April 2019 – Noted.

12 CONFIRMATION OF STANDING ORDERS

Members considered the report of the Town Clerk seeking approval of the updated Standing Orders. It was noted that a discussion regarding the start times of meetings would take place later in the year.

RESOLVED to confirm the updated Standing Orders.

13 COUNCILLOR TRAINING AND INDUCTION

Members received and noted the dates proposed for new councillor training and induction to be delivered by the Norfolk Parish Training Partnership.

14 OPENING OF CIVIC AWARDS

Members were invited to make nominations for Civic and Business Awards for 2019 in recognition of work undertaken in the Town for the benefit of the community – the closing date was 10 June 2019. Father James indicated he would like to make a nomination and would submit this to the Clerk.

15 CONFIRMATION OF ANNUAL ADMINISTRATION

Members considered the report of the Town Clerk confirming the checks and administration which had taken place according to standing orders.

RESOLVED to note the checks and administration that had taken place.

The meeting closed at 8:45pm

Members offered their congratulations to Jason Calver on his forthcoming marriage.

Future Agenda Items: Plan of the Town

Dates of Next Meetings

<i>Plans Committee</i>	<i>20 May 2019</i>
<i>Town Council meeting</i>	<i>3 June 2019</i>

Signed:

Dated:

26th May 2019

(2011)

Report from Councillor John Ward

Broadland District Council

At the AGM on 21st May, Shaun Vincent was confirmed as Leader of the Council with Trudy Mancini Boyle his Deputy. Karen Vincent was confirmed Chairman of the Council with Roger Foulger being Vice Chairman. Judy Leggett is a member of the Cabinet with the portfolio of Environmental Excellence and I am Vice Chairman of the Planning Committee (Chairman Sue Lawn). I am also a member of the Awards Panel, Standards, and Place Shaping. 21 new Members of the Council took their seats for the first time.

The next Safer Neighbourhood Action Panel meeting will be at Gage Road Chapel on Monday 3rd June at 7pm.

Norfolk County Council

Church Lane from Aslake Close to Wroxham Road will be subject to a one way restriction, east bound, from 3rd June to 1st July for gas main replacement works.

NCC Trails has secured more than £30k to carry out improvements to the Wherryman's Way, a heritage trail that runs from Norwich to Great Yarmouth. It is a beautiful 33 mile walk which I did a few years ago – over 3 days.

NCC has put in an outline application for 4000 new homes next to Attleborough on land currently part of the Norfolk County Farms Estate (extra farmland for the estate has been acquired to compensate for this loss and to ensure the estate always stays above 16,000 acres). The Council hopes to develop the site through its own Company, Repton Homes.

£200k has been awarded by the Council to the YMCA to develop their new HQ and outreach centre on Aylsham Road. This was the former Royal British Legion Jubilee Hall and was purchased by the Lind Trust to be given to the YMCA together with £500k towards the redevelopment.

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Therpe Sr Andrew Tain Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2018/19 for

Thorppe St Andrew Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	276399	248743	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	401467	441638	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	98770	18485	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(190677)	(22695)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	(32038)	(33107)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(305178)	(347838)	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	248743	271926	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	246394	287168	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3148111	3461277	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	326996	359558	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Jenn
7/5/19

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Annual Internal Audit Report 2018/19

Thorppe St Andrew Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	N/A		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28.05.2019

Name of person who carried out the internal audit

PAULINE JAMES

Signature of person who carried out the internal audit

P James

Date

28.05.2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Pauline James
Beech Farm, 15 Marsh Road, Upton, Norwich NR13 6BP
Telephone 01493 - 751070

29 May 2019

The Chairman
Thorpe St Andrew Town Council

Dear Sir,

Internal Audit for the year ending 31st March 2019

Thank you for appointing me to carry out the internal audit for the 2019 accounts. I remind you that, according to the Local Councils' Governance and Accountability Guidance, the purpose of internal audit is to review whether the systems of financial and other control are effective; neither the internal nor the external auditor can be expected to look for fraud. I do not give an opinion on the accounts, I am required to review controls and give recommendations.

I attended the Council Office on 28th May 2019 and carried out the following work on the Council's books and records:

- 1. Proper Bookkeeping:**
 - checked a sample of payments and receipts to invoice/documentation, including receipt of precept and all other large amounts
 - checked VAT identified as appropriate and reclaimed regularly
 - bank reconciliations are prepared monthly by Jeanine and checked by Thomas
 - payments lists are approved and signed by the Council at each meeting
 - cheque stubs are initialled by the relevant cheque signatories
- 2. Petty Cash**
 - reviewed petty cash system - there is only occasional use of petty cash
- 3. Payroll Controls:**
 - reviewed salaries for the year and checked for reasonableness
 - agreed year end totals to P60s
 - checked PAYE for correct calculation, given tax codes listed
 - agreed total of salary costs in the account codes to the Annual Return
- 4. Asset Controls:**
 - reviewed asset register and minutes for significant additions

5. Budget:

- the Finance Committee prepared a comprehensive draft budget for approval by the full Council
- the budget for 19/20 has been set at a 0% increase; planned increases in expenditure are to be financed by reductions in other costs

6. Controls:

- the Review of Effectiveness of Internal Controls was approved in February 2019
- financial regulations were reviewed in February 2019
- bank reconciliations and Actual v Budget reports are reported to Council monthly

7. Year-end Procedures:

- reviewed year-end bank reconciliation
- reviewed year-end accounts
- reviewed actual v budget report for year totals
- annual return correctly prepared using income and expenditure method
- reviewed year-end creditors and debtors
- end of year VAT debtor has been reclaimed
- reviewed risk assessments

All the above tests and review work showed that the Council has set up adequate controls and review processes and that these are being followed by staff and councillors. I have therefore signed the internal audit part of the Annual Return. Jeanine's bookkeeping is excellent and reduces the audit time considerably.

I have no issues to bring to the attention of the Council.

Yours faithfully,

Pauline James

Pauline James BA,
Cert of Higher Education in Community Engagement and Governance

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
126 Office telephone	01/05/2019		Bank 1 Current Ac	dd	Mobile - office	O2	S	14.39	2.88	17.27
127 Telephone	01/05/2019		Bank 1 Current Ac	dd	Mobile telephones - Rec (O2	S	43.38	8.67	52.05
128 Water	07/05/2019		Bank 1 Current Ac	online	Water charges - Roxley t	Anglian Water	E	67.07	0.00	67.07
129 St Georges Day	07/05/2019		Bank 1 Current Ac	online	Entertainer	Kemps Men	E	180.00	0.00	180.00
130 Projects	07/05/2019		Bank 1 Current Ac	online	Cafe project	C Pilgrim	E	24,936.00	0.00	24,936.00
131 Town Hall	07/05/2019		Bank 1 Current Ac	8184	Topsoil	Baileys of Norfolk	S	23.00	4.60	27.60
132 Grounds machinery	07/05/2019		Bank 1 Current Ac	8185	Machinery parts	Ben Burgess	S	142.10	28.42	170.52
133 Grounds machinery	07/05/2019		Bank 1 Current Ac	8185	Gator repairs	Ben Burgess	S	130.36	26.07	156.43
134 Projects	07/05/2019		Bank 1 Current Ac	8186	Building regs	CNC Building Control	S	344.17	68.83	413.00
135 Stationery	07/05/2019		Bank 1 Current Ac	8187	Stationery	Espo	S	70.00	14.00	84.00
136 Vehicle Maintenance	07/05/2019		Bank 1 Current Ac	8188	Goods	Indespension	S	48.43	9.69	58.12
137 Cleaning bus shelters	07/05/2019		Bank 1 Current Ac	8189	Cleaning bus shelters	R Marmoy	E	100.00	0.00	100.00
138 Repairs and maintenan	07/05/2019		Bank 1 Current Ac	8190	Plaque	MBS Trophies	S	20.83	4.17	25.00
139 S137 payments and dor	07/05/2019		Bank 1 Current Ac	8191	Library performance	Norfolk County Council	X	96.00	0.00	96.00
140 Receipts and payments	07/05/2019		Bank 1 Current Ac	8192	Plants	Taverham Nursery Cent	S	148.88	10.75	159.63
141 Roxley Hall	07/05/2019		Bank 1 Current Ac	8193	Painting Roxley	Dale Wiseman	E	293.00	0.00	293.00
142 Insurance	07/05/2019		Bank 1 Current Ac	8194	Additional premium	Zurich Municipal	E	53.16	0.00	53.16
143 Fuel	14/05/2019		Bank 1 Current Ac	online	Fuel	Fuel Genie	S	218.68	43.73	262.41
144 Fuel & machinery maint	14/05/2019		Bank 1 Current Ac	online	Fuel	Fuel Genie	S	164.42	32.88	197.30
145 St Georges Day	14/05/2019		Bank 1 Current Ac	8195	Donkey rides	Scrubby Garden Centre	S	160.00	32.00	192.00
146 Cleaning Tennis Courts	14/05/2019		Bank 1 Current Ac	8196	Cleaning tennis courts	Town and Country Cleai	E	520.00	-0.00	520.00
147 Cleaning and cleaning n	14/05/2019		Bank 1 Current Ac	8196	Cleaning - Morse Pavilion	Town and Country Cleai	E	640.00	0.00	640.00
148 Cleaning	14/05/2019		Bank 1 Current Ac	8196	Cleaning - Fitz Pav	Town and Country Cleai	E	340.00	0.00	340.00
149 Cleaning	14/05/2019		Bank 1 Current Ac	8196	Cleaning - Roxley Hall	Town and Country Cleai	E	380.00	0.00	380.00
150 Cleaning Toilets	14/05/2019		Bank 1 Current Ac	8196	Cleaning River Green Toi	Town and Country Cleai	E	305.00	0.00	305.00
151 Maintenance contract	14/05/2019		Bank 1 Current Ac	online	Street light - maintenanc	Cozens UK Ltd	S	400.00	80.00	480.00
152 Fenn salary										
153 Fenn - pension employe										
154 Sayer salary										
155 Sayer - pension employ										
156 Bass - salary										
157 Bass - pension employe										
158 Foreman salary										
159 Foreman - pension emp										
160 Calver salary										
161 Calver pension employe										

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
162 Mr G Watkins										
163 Watkins - pension emp										
164 Parr - salary										
165 Parr employers pension										
166 Jones salary										
167 Jones pension employee										
168 Seaman salary										
169 Seaman pension emplo										
170 Foreman salary										
171 Fenn salary										
172 Bass - salary										
173 Sayer salary										
174 Calver salary										
175 Mr G Watkins										
176 Parr - salary										
177 Matthews - salary										
178 Jones salary										
179 Seaman salary										
180 Sayer salary										
181 Sayer - NIC employer										
182 Foreman salary										
183 Foreman employers nic										
184 Bass - salary										
185 Bass - NIC employer										
186 Calver salary										
187 Calver -employers nic										
188 Student loan										
189 Mr G Watkins										
190 Parr - salary										
191 Parr - employers NIC										
192 Jones salary										
193 Jones nic employer										
194 Seaman salary										
195 Seaman employers nic										
196 Matthews - salary										
197 Projects	14/05/2019		Bank 1 Current Ac	8198	Fencing cafe project	G & G Fencing	S	1,915.80	383.16	2,298.96
198 Vehicle Maintenance	14/05/2019		Bank 1 Current Ac	8199	New truck parts	Indespension	S	64.95	12.99	77.94
199 Health and Safety	14/05/2019		Bank 1 Current Ac	8200	Health and safety equip	Mainman Supplies	S	260.33	52.06	312.39
200 Health and Safety	14/05/2019		Bank 1 Current Ac	8200	Clothing H & S	Mainman Supplies	S	48.90	9.78	58.68

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
201 Energy charge	14/05/2019		Bank 1 Current Ac	8201	Streetlight-energy charge	Total Gas & Power	S	1,723.70	344.76	2,068.46
202 Income	14/05/2019		Bank 1 Current Ac	8201	Electricity - River Green	Total Gas & Power	L	122.47	6.12	128.59
203 Park maintenance	14/05/2019		Bank 1 Current Ac	8202	Compost	Trade UK	S	39.84	7.98	47.82
204 Morse Pavilion	14/05/2019		Bank 1 Current Ac	8202	Pothole repair	Trade UK	S	38.61	7.74	46.35
205 Telephone	21/05/2019		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
206 Electricity	21/05/2019		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	644.68	128.94	773.62
207 Electricity	21/05/2019		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	S	179.93	35.99	215.92
208 Electricity	21/05/2019		Bank 1 Current Ac	dd	Electricity - floods/works	Opus Energy	L	45.91	2.30	48.21
209 Electricity	21/05/2019		Bank 1 Current Ac	dd	Electricity - Roxley Hall	Opus Energy	L	91.15	4.56	95.71
210 Town/neighbourhood pl	21/05/2019		Bank 1 Current Ac	buscard	Survey	Survey Monkey	E	29.17	0.00	29.17
211 Subscriptions	21/05/2019		Bank 1 Current Ac	buscard	Licence	Information Commission	E	40.00	0.00	40.00
212 St Georges Day	21/05/2019		Bank 1 Current Ac	buscard	Banner changes	Premier Print	E	48.00	0.00	48.00
213 St Georges Day	21/05/2019		Bank 1 Current Ac	buscard	Flags	Ebay shop	E	12.99	0.00	12.99
214 Morse Pavilion	22/05/2019		Bank 1 Current Ac	8133	Cancelled cheque	E Fire	S	-278.00	-55.60	-333.60
215 Town Hall	22/05/2019		Bank 1 Current Ac	8133	Cancelled cheque	E Fire	S	-181.00	-36.20	-217.20
216 Roxley Hall	22/05/2019		Bank 1 Current Ac	8133	Cancelled cheque	E Fire	S	-113.00	-22.60	-135.60
217 Morse Pavilion	22/05/2019		Bank 1 Current Ac	online	Service fire equipment	E Fire	S	278.00	55.60	333.60
218 Town Hall	22/05/2019		Bank 1 Current Ac	online	Service fire equipment	E Fire	S	181.00	36.20	217.20
219 Roxley Hall	22/05/2019		Bank 1 Current Ac	online	Service fire equipment	E Fire	S	113.00	22.60	135.60
220 Wheeled/litter/dog bins	28/05/2019		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	91.92	18.38	110.30
221 Wheeled/litter/dog bins	28/05/2019		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	91.92	18.39	110.31
222 St Georges Day	28/05/2019		Bank 1 Current Ac	online	Entertainer	Mediaeval Association	E	800.00	0.00	800.00
223 Repairs	28/05/2019		Bank 1 Current Ac	online	Street light - repairs	Cozens UK Ltd	S	75.00	15.00	90.00
224 Cricket maintenance	28/05/2019		Bank 1 Current Ac	8203	Loam	Collier Turf Care Ltd	S	130.00	26.00	156.00
225 Cricket maintenance	28/05/2019		Bank 1 Current Ac	8203	Cricket repair	Collier Turf Care Ltd	S	1,096.23	176.58	1,272.81
226 Sports turf maintenance	28/05/2019		Bank 1 Current Ac	8203	Seed	Collier Turf Care Ltd	E	2,861.60	0.00	2,861.60
227 Turf maintenance	28/05/2019		Bank 1 Current Ac	8203	Seed	Collier Turf Care Ltd	E	1,226.40	0.00	1,226.40
228 Park maintenance	28/05/2019		Bank 1 Current Ac	8204	Loam	Baileys of Norfolk	S	145.00	29.00	174.00
229 Cleaning and cleaning n	28/05/2019		Bank 1 Current Ac	8205	Cleaning Materials	Espo	S	89.10	17.82	106.92
230 Computer/Photocopier	28/05/2019		Bank 1 Current Ac	8206	Renew tc.gov	HCI Data Ltd	S	72.00	14.40	86.40
231 Health and Safety	28/05/2019		Bank 1 Current Ac	8207	Health and safety equip	Mainman Supplies	S	69.01	13.81	82.82
232 Health and Safety	28/05/2019		Bank 1 Current Ac	8207	Health and safety equip	Mainman Supplies	S	58.70	11.74	70.44
233 Health and Safety	28/05/2019		Bank 1 Current Ac	8207	Health and safety equip	Mainman Supplies	S	-88.61	-17.72	-106.33
234 Park maintenance	28/05/2019		Bank 1 Current Ac	8208	Tree work	Mr D Moore	E	350.00	0.00	350.00
235 Dussindale maintenance	28/05/2019		Bank 1 Current Ac	8209	Legal fees	NP Law	S	235.40	47.08	282.48
236 St Georges Day	28/05/2019		Bank 1 Current Ac	8210	First aid cover	St Johns Ambulance	S	96.00	19.20	115.20
237 River Green maintenanc	28/05/2019		Bank 1 Current Ac	8211	Electrical goods - R Greei	M D Thompson	S	224.70	44.95	269.65
238 River Green maintenanc	28/05/2019		Bank 1 Current Ac	8211	Electrical goods - R Greei	M D Thompson	S	53.68	10.74	64.42

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Total								61,569.39	1,809.24	63,378.63

PAYMENT LIST

Salaries	vouchers 170-179	May	11512.98
HMRC	vouchers 180-196	Tax and NIC	3233.47
Norfolk Pension Fund	vouchers 152-169	Employer/employee payments	3995.59

Thorpe St Andrew Town Council
Minutes of the Plans Committee meeting held on
20 May 2019 at 7.30pm

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

Apologies: None

In attendance:
Dr T Foreman (Town Clerk)

There were 3 members of the public present along with Councillor Fordham observing.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

3 MINUTES

The minutes of the 8 April 2019 meeting were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

None

5 PLANNING APPLICATIONS

- (i) REF: 20190476 – 3 Laurel Road – single storey front extension. **NO OBJECTION.** However, the Committee wished to comment on the poor quality of the drawings submitted.
- (ii) REF: 20190571– 36 South Avenue – single storey side extension and entrance gates – Members noted the comments already submitted on behalf of the council.
- (iii) REF: 20190586 – 1 Eastern Road – alteration of existing hipped roof to form front and rear gables to accommodate addition rooms in the roof and proposed carport - **NO OBJECTION.**
- (iv) REF: 20190608 – 46 Eastern Road – alteration to roof to form rooms in roof with new window openings to rear and replacement garage with storage space over - **NO OBJECTION.**
- (v) REF: 20190615 – land south of Salhouse Road – construction of temporary vehicular access - **NO OBJECTION.**
- (vi) REF: 20190628 – 16A Harvey Lane – variation of condition 20181366 – revised design - **NO OBJECTION.**
- (vii) REF: 20190675 – 140 Furze Road – Single storey side extension - **NO OBJECTION**

- (viii) REF: 20190677– 130 Furze Road – front extension - **NO OBJECTION**
- (ix) REF: 20190687 – 5 Hillside Close – single storey side and two storey rear extensions. **NO OBJECTION.**

Appeal against enforcement notice

REF: APP/K2610/C/18/3210073/74 – 17 Fiennes Road - **NOTED.**

Withdrawn appeal

5 West Wing, St Andrews Park – fence removed - **NOTED.**

6 ENFORCEMENT NOTICES – CONFIDENTIAL

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

DATES OF NEXT MEETINGS

Town Council	3 June 2019
Plans Committee	10 June 2019

The meeting closed at 8.45pm

Signed:

Dated:



SCOTTY'S LITTLE SOLDIERS

Unit 21 Bergen Way

King's Lynn

Norfolk

PE30 2JG

23rd May 2019

Dear Councillors,

Request for Parish Council support from Scotty's Little Soldiers

Background:

Scotty's Little Soldiers is a UK registered military charity (reg no. 1136854) and a member of the Confederation of British Service charities (COBSEO). All our funding currently comes from public donations and charitable grants.

The charity was established in 2010 by Nikki Scott, following the death of her husband Corporal Lee Scott in Afghanistan in 2009, with a singular purpose, supporting children and young people who lose a parent from The British Armed Forces.

The long-term assistance the charity provides includes emotional support, such as access to professional bereavement counselling and respite breaks to help mental well-being, fun activities such as holiday breaks and group events to build confidence and reduce isolation and personal development assistance through educational grants, support with employment/training etc. It also acts as a connector between children and families going through similar tragic challenges to help build friendship and support groups and as a long-term link back to the British military family for many, assuring them they remain connected to something, large and special their lost parent belonged to and believed in.

Scotty's Little Soldiers now helps bereaved children and young people right across the UK and even overseas, who all have additional needs and challenges in their young lives, operating out of our sole base in Norfolk. It is now the 'go to' charity for this focussed long-term support and is featured in the 'purple pack' provided to families by the British Armed Forces in the aftermath of a death in service.

In 2018, Scotty's Little Soldiers was honoured to be one of seven military charities to be selected by HRH the Prince Harry and his fiancée Meghan to benefit from donations from their wedding.

Current situation:

Scotty's Little Soldiers currently supports a staggering 375 children and young people who have lost a parent from the British military and 11 of these are being raised and supported right here in Norfolk. Of the 190 respite and holiday breaks we have booked in so far in 2019 a significant number are at our first lodge to open in Great Yarmouth.

The charity has well-developed plans (including recruiting professional practitioners) to expand its current offer to provide even more emotional, educational and developmental support and extend its age range from 0-19 to 0-25 to replicate national best-practice in child and young person care, ensuring support remains as our beneficiaries negotiate the challenging path in to adulthood and independence. However, the financial cost involved, due to the sheer number of children and young people needing our help, will constrain these plans if additional funding, over and above current levels is not forthcoming.

Request for assistance:

It is hoped that you concur, that in among all the worthy charity donation applications you receive, Scotty's Little Soldiers is a credit to our county, performing a unique, focussed and vital long-term role directly supporting Norfolk and British children in need and honouring society's commitment to their deceased parents, our protectors.

If this is the case, we ask that you favourably consider;

- Forging stronger links with our local charity going forward to allow closer co-operation
- Providing a donation, however small, on behalf of your parish to help us give the best possible support we can

We currently walk alongside these children and young people who have lost so much and stand ready to accept more if the worst possible tragedy befalls them. We sincerely hope that you can join us in this mission.

Thank you

Stuart Dark,

Grants and Trusts Manager, Scotty's Little Soldiers

25

Hampden Drive
Thorpe St Andrew
Norwich
NR7 0UT

Dear Mr Sayer,

I am writing to you to appeal for assistance with the continued problem that my neighbours and I experience with dogs encroaching onto our properties.

As homeowners at Number 30 and Number 29 Hampden Drive, my neighbours and I are perpetually accosted my dogs that run loose onto our property from the adjacent park.

Since 2011, I have experienced the following issues:

- In June 2011, my cat was attacked by a dog that was loose and ran onto our property. The injuries sustained resulted in my cat being euthanised.
- Over the period of living here, there have been countless times when dogs have run into my house if my door has happened to be open.
- When my daughter was two, in 2016, I opened the door with my daughter who came face to face with a loose bull mastiff
- Every weekday morning, I put my young children into the car at 7 in the morning and without fail, a dog will run around the car or approach my young children on a weekly basis.
- My children cannot play outside the house without fear of being jumped upon by a loose dog.
- Loose dogs also choose to urinate and defecate on our property

My neighbours have also experienced similar issues. Our children are frightened to play outside and our pets are constantly terrorised by dogs which are loose and run on to our property. Local park users are usually oblivious to the whereabouts of their dogs, it can be a very frightening experience trying to restrain an unknown dog when you have two small young children by your side.

We would like to ask you to consider erecting a gate, similar to the ones that are used at the top of the entrance to the park at the top of common wealth way. This would allow access for pedestrians but would stop dogs from running on to our property and frightening our children. A gate would also enable the council to restrict access during public events such as the firework display. Signage reminding the public to keep their dogs on leads near housing would also help

Since the erection of the fitness equipment, the issue of the dogs has compounded as this attracts people to stop and chat and not monitor their dogs.

Please could you look into this matter.

I look forward to your response

With best wishes

20

Dear Sir,

I wish to ask when the Parish Council is going to address the question of the burning of waste on the allotments by allotment holders.

There are a few antisocial users of the allotments that have no regards for other allotment holders who work on the allotments, the children at the adjoining school and the residents whose properties borders the allotments.

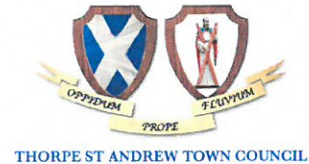
They light their fires at anytime of day, they take no notice of wind direct and leave fire still burning when they leave.

I have had an allotment for a number of years and do not find the need to have a fire to burn waste that should be composted. I feel that the parish council should be encouraging allotment holders to be responsible and compost all green waste material and not burn it, especially in these times when we are all aware of the damage we are causing to the environment. It would be very forward thinking of the Parish Council to ban the burning of waste on the allotments and set an example to other councils who also still allow this antisocial behaviour to take place.

I hope that you will consideration to my concerns.

Regards

Thorpe St Andrew Town Council



Town Council : 3rd June 2019

Land at Thorpe Island

Agenda Item: 30

Reason for this Report

This report has been prepared to provide details of land for sale at auction on Thorpe Island.

Background

The Town Council has previously indicated an interest in land which is offered for sale on Thorpe Island, particularly where there is a direct impact on the local amenity of residents.

Result

The details of the auction are as contained on Appendix A.

Advice

Details and financing options, if required, will be presented by Jeanine Fenn (Deputy Clerk and Responsible Financial Officer).

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 potentially significant financial implications arising from this report.

Brown and Co. Auction Details

General:

An unusual opportunity to acquire a piece of land on Thorpe Island, as shown on the plan, extending to around a third of an acre (subject to survey). The land adjoins the Yare Boat Club and has been in the same family for many years and has been well maintained over a period of some 50 years. Included in the sale is a slipway together with an old dyke, which could be resurrected, subject to planning. Much of the charm of this site rests with the unspoilt private gardens, which are well screened from the river by alder and foliage. Included in the sale is an old asbestos shed which is used for storing boats. This is an excellent opportunity to acquire a super plot, which can only be accessed by boat. Interested parties should carry out their own enquiries as to the availability of moorings in the vicinity to enable access to the island.

Location:

Situated in Thorpe St Andrew opposite the River Garden restaurant and adjoining the Yare Boat Club site.

Directions:

Proceed out of Norwich on Yarmouth Road and the property will be clearly seen opposite the River Garden restaurant.

Viewing:

By arrangement with the vendor's agents.

Solicitor:

Kent & Co (Attn Mrs S Kent), Calthorpe Cottages, The Green, Acle, NR13 3QX. Tel 01493 751351

