



**TOWN COUNCIL MEETING  
MONDAY 14 OCTOBER 2019  
7.30 P.M. TOWN HALL, FITZMAURICE PARK**

3.10.19

**To all members of the Town Council**

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Town Hall, Fitzmaurice Park, Pound Lane on Monday 14 October 2019 at 7.30 p.m. for transacting the following business.

- 66 Attendance and Apologies for Absence**  
**67 Declarations of Interest**  
**68 Minutes of Meeting held on 16th September 2019**  
**69 Announcements (For information only)**  
**70 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
- 71 Finance**  
(i) Payment List – Voucher numbers 580 – 703 totaling £43,371.68  
(ii) Bank Reconciliation Statement
- 72 Draft Minutes of Committee Meetings**  
(i) Plans and Environment Committee held 9<sup>th</sup> September 2019  
(ii) Finance and Staff Committee held 16<sup>th</sup> September 2019
- 73 To approve the sealing of the land transfer documents for land at Commonwealth Way – Verbal Report**
- 74 Disregarding Anonymous Correspondence – Verbal report**
- 75 Planning Applications**
- |                     |   |   |
|---------------------|---|---|
| 20191362            | 34 Thunder Lane                           | First Floor Extension (SS)  |
| 20191422            | 28 Aerodrome Crescent                     | Single Storey Rear Extension (SS)   |
| 20191450            | 1 Hillcrest Road                          | Rear Extension, Demolish Existing Garage & Build New Garage.<br>Erection 2 Single Storey Rear Extension and New Garage (PB)   |
| 20191466            | 160 Yarmouth Rd                           | Proposed Single Storey Rear Extension (JF)  |
| 20191470            | 124 Plumstead Road East                   | Single Storey Side & Rear Extension (PB)  |
| 20191475            | 76 Thunder Lane Broadview                 | Single Storey Rear Extension (SS)   |
| 20191504            | 67 Gorse Road                             | Rear Flat Roof Extension (PB)   |
| BA/2019/0336/TCAA   | Thorpe Ww, Yarmouth Rd                    | Goat Willow – pollard to 4ft  |
| <b>NO OBJECTION</b> |   |   |
| BA/2019/0310/TCAA   | PLOT 2 Boathouse, The Island, Yarmouth Rd | Willow-removal  |
| <b>APPROVED</b>     |   |   |
| BA/2019/0230/FUL    | Norfolk Garden Supplies                   | Regularisation of existing uses & Building for car wash, offices & garden centre & construction of new buildings/structures for waiting area, showroom, offices & car wash area |

**76 Enforcement Notices**

**Thomas Foreman Town Clerk, Next Meeting Plans Committee Monday 11 November 2019, Town Council**

**Thorpe St Andrew Town Council  
Minutes of the Extraordinary Town Council meeting  
held on 16 September 2019 at 7:30pm**

**61 Present:**

Miss S Lawn (Deputy Town Mayor)  
Mr P Berry Mr I Mackie Mr T Garner Mr L Reeves  
Mr S Snelling Mr J Ward

**Apologies:**

Mr J Fisher Mr N Shaw Mrs T Mancini Boyle  
Mr J Emsell Mr F Bowe Mr T Fordham  
Mrs J Fisher

**In attendance:**

Dr T Foreman

**62 DECLARATIONS OF INTEREST**

None made.

**63 MINUTES**

The Minutes of the meeting held on 2 September 2019 were confirmed as a correct record and duly signed.

**64 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.

None

**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.

**65 CONSIDER THE AWARD OF THE FREEMAN OF THE TOWN**

Members considered the report of the Town Clerk inviting members to consider if the person nominated should be given the award of the Freeman of the Town.

Following the review of the contributions and work of the nomination individual within the community of Thorpe St Andrew it was

**RESOLVED** that the nominated person be made a Town Freeman of Thorpe St Andrew and, subject to their acceptance, the award to be made at the Town Mayor Reception in October 2019.

*The meeting closed at 7.25pm*

*Signed: .....*

*Dated: .....*

29<sup>th</sup> September 2019

## Report from Councillor John Ward

### Broadland District Council

The Veolia waste contract is to be extended for a further 2 years but a Waste Service Review is now commencing in conjunction with South Norfolk D.C. Three options are on the table; to outsource jointly, to bring the service in-house, or to set up a L.A. Company to run the service.

The Formal Staff Consultation on merging the Officer Team with South Norfolk closes on 14<sup>th</sup> October 2019. All staff have received consultation packs and there has been some very helpful feedback.

The Joint Domain Name Survey has closed and the results will go to Cabinet on 26/11 and to Council on 10/12

The Tots 2 Teens Summer Holiday Programme was very busy again with almost 1000 places being booked. The October half term programme is now open for bookings. Details at [www.broadland.gov.uk/t2t](http://www.broadland.gov.uk/t2t)

### Norfolk County Council

On 26.9.19, as Town Mayor, I attended Sprowston Library for a singing/music event with young adults with learning difficulties, organised by Musical Keys.

The Government has just announced an extra £1.5bn for Social Care. £500m of this will be raised by Councils increasing their Council Tax by 2%. Of the remaining £1bn, NCC's share is only £14m.

NCC spends over £1m per day supporting around 14,000 people. Half of these are older people and half with learning difficulties. Over the last 9 years the Council has lost £220m in grants and has had to fund £440m additional costs.

A new school is planned for Children with Special Educational Needs (SEND) in Great Yarmouth as part of the Government's £120m investment in SEND education. Up to 40 children will be able to live on site during the school week.

NCC has just announced its Budget Proposals. These include a 3.99% Council Tax rise and new savings of £15.8m next year (This is on top of £31.1m savings already agreed for next year). £7.2m of the savings will come from Adult Social Services, £3.8m from Children's Services, £1.9m from Community & Environmental Services, £500k from Strategy & Governance, £800k from Finance & Commercial Services, and £1.6m from Business Transformation. The Council has budgeted to save £395m since 2011, during which time Government funding has reduced by £220m and costs have risen by £440m.

### Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
580	30/08/2019		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	114.90	22.98	137.88
581	30/08/2019		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	114.90	22.98	137.88
582	30/08/2019		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
583	30/08/2019		Bank 1 Current Accou	online	Soccer marking	Norse	S	378.83	75.77	454.60
584	30/08/2019		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	Norse	S	551.30	110.26	661.56
585	30/08/2019		Bank 1 Current Accou	online	St Williams Loke - pruning	Norse	S	7.30	1.46	8.76
586	30/08/2019		Bank 1 Current Accou	online	Sports Turf - Rec Grnd	Norse	S	525.00	105.00	630.00
587	30/08/2019		Bank 1 Current Accou	online	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
588	30/08/2019		Bank 1 Current Accou	online	Field Maintenance - Duss Park	Norse	S	293.65	58.73	352.38
589	30/08/2019		Bank 1 Current Accou	online	Picnic area maintenance	Norse	S	34.50	6.90	41.40
590	30/08/2019		Bank 1 Current Accou	online	Bottle bank	URM UK	S	23.85	4.77	28.62
591	30/08/2019		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	19.50	0.00	19.50
592	30/08/2019		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.97	9.59	57.56
593	30/08/2019		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
594	30/08/2019		Bank 1 Current Accou	online	Telephone - Fitz Pavilion	Talk Talk	S	31.00	6.20	37.20
595	03/09/2019		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	3.94	0.79	4.73
596	03/09/2019		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	73.38	14.67	88.05
597	03/09/2019		Bank 1 Current Accou	online	Mobile - office	O2	S	14.39	2.88	17.27
598	03/09/2019		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	L	73.06	3.65	76.71
599	10/09/2019		Bank 1 Current Accou	online	Afternoon tea items	Nansa	E	38.99	0.00	38.99
600	10/09/2019		Bank 1 Current Accou	online	Afternoon tea items	Dunelm	E	12.05	0.00	12.05
601	10/09/2019		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
602	10/09/2019		Bank 1 Current Accou	online	Afternoon tea items	Nannys Cakes Cafe	E	224.00	0.00	224.00
603	10/09/2019		Bank 1 Current Accou	online	Allotment deposit refund	Mr J Calver	E	25.00	0.00	25.00
604	10/09/2019		Bank 1 Current Accou	8282	Blockage cleared	Blockbuster	S	90.00	18.00	108.00
605	10/09/2019		Bank 1 Current Accou	8283	Cleaning bus shelters	R Marmoy	E	100.00	0.00	100.00
606	10/09/2019		Bank 1 Current Accou	8284	refurb doors	C Pilgrim	E	4,335.00	0.00	4,335.00
607	10/09/2019		Bank 1 Current Accou	8285	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
608	10/09/2019		Bank 1 Current Accou	8286	Stationery	Ian Smith	S	47.66	9.53	57.19
609	10/09/2019		Bank 1 Current Accou	8287	Machinery parts	Ben Burgess	S	515.33	103.07	618.40
610	10/09/2019		Bank 1 Current Accou	8288	Plants	Taverham Nursery Centre	S	59.93	11.99	71.92
611	10/09/2019		Bank 1 Current Accou	8288	Plants	Taverham Nursery Centre	S	93.84	18.77	112.61
612	10/09/2019		Bank 1 Current Accou	8289	Streetlight-energy charge	Total Gas & Power	S	1,533.92	306.78	1,840.70
613	10/09/2019		Bank 1 Current Accou	8289	Gas charges - Morse	Total Gas & Power	L	114.21	5.71	119.92
614	10/09/2019		Bank 1 Current Accou	8289	Electricity - River Green Toile	Total Gas & Power	L	24.79	1.24	26.03
615	10/09/2019		Bank 1 Current Accou	8290	Cleaning - Morse Pavilion	Town and Country Cleaning	E	660.00	0.00	660.00

## Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
616	10/09/2019		Bank 1 Current Accou	8290	Cleaning - Fitz Pav	Town and Country Cleaning	E	360.00	0.00	360.00
617	10/09/2019		Bank 1 Current Accou	8290	Cleaning - Roxley Hall	Town and Country Cleaning	E	450.00	0.00	450.00
618	10/09/2019		Bank 1 Current Accou	8290	Cleaning - Fitz Pav	Town and Country Cleaning	E	25.00	0.00	25.00
619	10/09/2019		Bank 1 Current Accou	8290	Cleaning River Green Toilets	Town and Country Cleaning	E	445.00	0.00	445.00
620	11/09/2019		Bank 1 Current Accou	8291	Photocopying	BBT	S	144.08	28.82	172.90
621					Sayer salary					
622					Sayer - NIC employer					
623					Foreman salary					
624					Foreman employers nic					
625					Bass - salary					
626					Bass - NIC employer					
627					Calver salary					
628					Calver -employers nic					
629					Student loan					
630					Mr G Watkins					
631					Parr - salary					
632					Parr - employers NIC					
633					Jones salary					
634					Jones nic employer					
635					Seaman salary					
636					Seaman employers nic					
637					Matthews - salary					
638	11/09/2019		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	E	1,996.85	0.00	1,996.85
639					Town Hall loan					
639					Fenn salary					
640					Fenn - pension employer					
641					Sayer salary					
642					Sayer - pension employer					
643					Bass - salary					
644					Bass - pension employer					
645					Foreman salary					
646					Foreman - pension employe					
647					Calver salary					
648					Calver pension employer					
649					Mr G Watkins					
650					Watkins - pension employer					
651					Parr - salary					
652					Parr employers pension					
653					Jones salary					
654					Jones pension employer					

### Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
655 Seaman salary										
656 Seaman pension employer										
657 Foreman salary										
658 Fenn salary										
659 Bass - salary										
660 Sayer salary										
661 Calver salary										
662 Mr G Watkins										
663 Parr - salary										
664 Matthews - salary										
665 Jones salary										
666 Seaman salary										
667 Grant income and expenditu	11/09/2019		Bank 1 Current Accou	online	Afternoon tea discount	Nannys Cakes Cafe	E	46.00	0.00	46.00
668 Vehicle lease	16/09/2019		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
669 Fuel	16/09/2019		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	184.44	36.88	221.32
670 Fuel & machinery mainten	16/09/2019		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	225.57	45.10	270.67
671 Health and Safety	18/09/2019		Bank 1 Current Accou	online	uniform	LogoWear Ltd	S	548.90	109.78	658.68
672 Town Hall	18/09/2019		Bank 1 Current Accou	online	de fib service	Imperative Training Ltd	S	110.33	22.07	132.40
673 Morse Pavilion	18/09/2019		Bank 1 Current Accou	online	de fib service	Imperative Training Ltd	S	110.34	22.06	132.40
674 River Green Buildings	18/09/2019		Bank 1 Current Accou	online	de fib service	Imperative Training Ltd	S	110.33	22.07	132.40
675 Feed in Tariff	18/09/2019		Bank 1 Current Accou	8293	Feed in tariff	Broadland District Council	L	644.51	17.35	661.86
676 Morse Pavilion	18/09/2019		Bank 1 Current Accou	8294	Padlock keys	A C Leigh	S	164.30	32.86	197.16
677 Audit	18/09/2019		Bank 1 Current Accou	8295	External audit	PFK Littlejohn LLP	S	1,300.00	260.00	1,560.00
678 Electricity	18/09/2019		Bank 1 Current Accou	online	Electricity - Fitz Pav	Opus Energy	S	276.06	55.21	331.27
679 Electricity	18/09/2019		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	53.42	2.67	56.09
680 Electricity	18/09/2019		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	164.62	8.23	172.85
681 Electricity	18/09/2019		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	37.50	1.88	39.38
682 Town/neighbourhood plan	18/09/2019		Bank 1 Current Accou	online	Survey	Survey Monkey	E	58.34	0.00	58.34
683 Telephone	18/09/2019		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	Argos	E	249.92	0.00	249.92
684 Telephone	18/09/2019		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	Amazon	S	26.59	5.33	31.92
685 Telephone	18/09/2019		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	Argos	E	49.99	0.00	49.99
686 Projects	18/09/2019		Bank 1 Current Accou	online	Goods for luncheon club	Nisbets	S	48.97	9.79	58.76
687 Repaint Youth Shelter	18/09/2019		Bank 1 Current Accou	online	Paint	Rawlins	E	89.88	0.00	89.88
688 Cleaning and cleaning mater	18/09/2019		Bank 1 Current Accou	online	Polybags	Rawlins	S	317.22	63.45	380.67
689 Wheeled/litter/dog bins	30/09/2019		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	91.92	18.38	110.30
690 Wheeled/litter/dog bins	30/09/2019		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	114.90	22.98	137.88
691 Water rates	30/09/2019		Bank 1 Current Accou	online	Water charges - Morse	Anglian Water	E	103.85	0.00	103.85
692 Water rates	30/09/2019		Bank 1 Current Accou	online	Water charges - Recreation Gr	Anglian Water	E	43.22	0.00	43.22
693 Telephone	30/09/2019		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80

### Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
694 Soccer marking	30/09/2019		Bank 1 Current Accou	online	Soccer marking	Norse	S	378.83	75.77	454.60
695 Field maintenance contract	30/09/2019		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	Norse	S	551.30	110.26	661.56
696 Shrub bed - St Will Loke	30/09/2019		Bank 1 Current Accou	online	St Williams Loke - pruning	Norse	S	7.30	1.46	8.76
697 Sports turf maintenance	30/09/2019		Bank 1 Current Accou	online	Sports Turf - Rec Gnd	Norse	S	525.00	105.00	630.00
698 Turf maintenance	30/09/2019		Bank 1 Current Accou	online	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
699 Field maintenance contract	30/09/2019		Bank 1 Current Accou	online	Field Maintenance - Duss Park	Norse	S	293.65	58.73	352.38
700 Commissioners Cut - picnic ar	30/09/2019		Bank 1 Current Accou	online	Picnic area maintenance	Norse	S	34.50	6.90	41.40
701 Telephone	30/09/2019		Bank 1 Current Accou	online	Telephone - Fitz Pavilion	Talk Talk	S	32.95	6.59	39.54
702 Telephone	30/09/2019		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
703 Office telephone	30/09/2019		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	48.12	9.62	57.74
<b>Total</b>								<b>40,975.25</b>	<b>2,396.43</b>	<b>43,371.68</b>

**PAYMENT LIST**

Salaries	vouchers 657-666	September	11722.10
HMRC	vouchers 621-637	Tax and NIC	3034.27
Norfolk Pension Fund	vouchers 639-656	Employer/employee payments	3995.59

THORPE ST ANDREW TOWN COUNCIL

~~BANK~~ RECONCILIATION STATEMENT AS AT 30/09/19 FOR CURRENT AND DEPOSIT ACCOUNTS

<b>Balance at bank</b>	£
Current account bank 1	25475.77
Deposit account bank 1	400780.21
<b>Sub total - bank 1</b>	<u>426255.98</u>
Capital Account bank 2	55276.56
	<u>481532.54</u>

Unpresented cheques	Cheque number	Payee	Date	£
	8278	Burrell Pest control	03/07/2019	-110.00
	8293	Broadland DC	18/09/2019	-661.86
		<b>Total of unpresented cheques</b>		<u>-771.86</u>
				<u>480760.68</u>
			Balance at 31/3/19	287768.22
			Plus receipts	<u>502105.50</u>
				789873.72
			Less expenditure	<u>-309113.04</u>
				<u>480760.68</u>

Completed by: *JFenn*

Date: *1/10/19*

Certified by: *FOREMAN*

Date: *1/10/19*



**Thorpe St Andrew Town Council**  
**Minutes of the Plans and Environment Committee meeting held on**  
**9 September 2019 at 7.30pm**

**1 Present:**

Mr J Fisher (Chairman)  
Mr P Berry Mr F Bowe Mr T Garner Mr S Snelling

**Apologies:** Mrs J Fisher

**In attendance:**

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

There were 2 members of the public present.

**2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None made

**3 MINUTES**

The minutes of the meeting held on 12 August 2019 were agreed and signed as a true record.

**4 PLANNING ITEMS RAISED BY RESIDENTS**

REF: 20191256 – 285 Thunder Lane – in response to issues raised by members, the applicant drew attention to the variations in frontages of the semi – detached properties along Thunder Lane.

REF: BA/2019/0268 – 6 Ferryman’s Court – a resident raised concerns about the proposed addition of yet another balcony at this property which would allow for a considerable degree of looking down over the adjoining properties. The proposal was out of keeping with the terrace collection of properties making up Ferryman’s Court.

**5 PLANNING APPLICATIONS**

- (i) REF: 20190758 – land South of Salhouse Road – Reserved matters - **NO OBJECTION but the applicants be asked to consider replacing the two storey properties abutting Harrison’s Drive with bungalows to minimise the impact on the existing bungalows on the Drive.**
- (ii) REF: 20191224 – 64 Belmore Road – single storey rear extension - **NO OBJECTION.**
- (iii) REF: 20191256 - 285 Thunder Lane – extension to garage and new porch – members viewed the street scene on google maps as there was concern about the loss of the arch porch of the property which was a feature of several of the semi-detached houses along Thunder Lane. They noted that, despite the arch being a common feature along the road, a variety of different treatments to the frontages of the properties had been introduced. **NO OBJECTION.**
- (iv) REF: 20191267 – The Oaks, 16 Harvey Lane – variation of condition 2 of planning 20162185 – changes to the fenestration including balcony,

introduction of render and changes to the carpark layout - **NO OBJECTION.**

- (v) REF: 20191304 – 14 Hilly Plantation – variation of condition 2 following grant of permission 20181858 – change garage design - **NO OBJECTION.**

### **Broads Authority**

- (i) REF: BA/2019/0276ADV – Rushcutters, 46 Yarmouth Road – new signage board – **NO OBJECTION. It was agreed to raise concerns about the light pollution from the lights installed in the tree at the Rushcutters which ideally needed to be removed and the light pollution from the carpark lights which needed to be shielded from neighbouring properties.**
- (ii) REF: BA/2019/0269FUL – Rushcutters, 46 Yarmouth Road – replace kitchen extract and ducting – members welcomed that the materials had now been painted black - **NO OBJECTION.**
- (iii) REF: BA/2019/0240LBC – Thorpe Hall, Yarmouth Road – replacement of patio, raised bed, retaining wall and steps to rear of hall – **NO OBJECTION.**
- (iv) REF: BA/2019/0268HOUSEH – 6 Ferryman’s Court – loft conversion and inset roof balcony – members felt that the conversion of the loft was acceptable but that the addition of the roof balcony would not be in keeping with the existing character of the terraced properties and would have a negative impact on the amenity of adjoining residents. For these reasons it was agreed to raise no objection to roof conversion but to raise an **OBJECTION** to the roof balcony.

### **Already dealt with**

REF: 20190997 – 116 St Williams Way – subdivision of plot and erection of new detached dwelling (amended) - **NOTED OBJECTIONS RAISED.**

REF: 20190016 – Land East of Pound Lane – change of description of development, alterations to layout of development, reduction in number of assisted living bungalows, reduction to one vehicle access, minor alterations to design of care home building – **NOTED comments sent to BDC by Town Clerk**

### **Permission Granted**

REF: BA/2019/1041 – Roxley House – 68 Yarmouth Road – change of use of office building (class B1 (a)) to flats (class C3) – prior notification – **NOTED**

### **ENFORCEMENT NOTICES – CONFIDENTIAL**

Members noted the update on confidential and non-confidential enforcement matters and asked the Town Clerk to chase progress on the matter referred to at 2018ENF498.

**6 RECYCLING BINS FOR ALL PARKS**

The Town Clerk displayed a sample photograph of a square bin with two containers, one for rubbish and one for recycling. The cost of each bin was £455 plus the cost of any additional features. It was agreed to purchase one bin per park initially, including Rivergreen, in addition to the existing bins. The colour agreed was black, with an optional pyramid lid, anti-graffiti paint and vinyl logo. It was also agreed that, with the exception of the Rivergreen bin, all other bins include an advertising panel. Members also agreed it would be a good opportunity to explore with the District Council the issue of enforcement of dog fouling on the parks, including options for the delegation of this function to the Town Council.

**RESOLVED**

- (1) to purchase one recycling bin per park initially, including Rivergreen, in addition to the existing bins. The bins to be black, with the following options: pyramid lid, anti-graffiti paint and vinyl logo and, with the exception of the Rivergreen bin, all other bins include an advertising panel.
- (2) to explore with the District Council the issue of enforcement of dog fouling on the parks, including options for the delegation of this function to the Town Council.

**DATES OF NEXT MEETINGS**

Town Council	7 October 2019
Plans Committee	14 October 2019

*The meeting closed at 8:40 pm*

*Signed: .....*

*Dated: .....*

**Thorpe St Andrew Town Council  
Minutes of the Finance and Staff Committee Meeting  
held on 16 September 2019 at 7.30pm**

**1 Present:**

Miss S Lawn (Chairman)

Mr F Bowe      Mr I Mackie      Mr L Reeves      Mr S Snelling

**Apologies:** Mr J Emsell and Mr N Shaw Mr Fisher

**In attendance:**

Dr T Foreman (Town Clerk)   Mrs J Fenn (Deputy Clerk & RFO)      Mr D Sayer  
(Parks and Estates Manager)

No members of the public were present.

**2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

**? MINUTES**

The minutes of the meeting held on 19<sup>th</sup> August 2019 were agreed and signed as a true record.

**3 PUBLIC SESSION (limited to 3 minutes per speaker)**

Three members of the public were present.

**4 FINANCE**

**(A) Summary of Receipts and Payments 1/4/19 to 31/8/19**

**RESOLVED** that the receipts and payments for the period 1/4/19 to 31/8/19 be approved and signed.

**(B) Summary of Cost Centres and Codes**

**RESOLVED** that the cost centres and codes be approved and signed.

**(C) Variance Report 1/4/19 to 31/8/19**

**RESOLVED** that the variance report for the period 1/4/19 to 31/8/19 be approved and signed.

**5 LAUNDRY LANE CAR PARKING**

Members considered the correspondence and anonymous correspondence circulated regarding the overflow car park at Laundry Lane. It was

**RESOLVED** to improve signage to make clear the car park is only opened as an overflow to the main carpark. In addition, the Committee makes a recommendation to full Town Council that all anonymous correspondence, except that relating to a health

and safety risk, be disregarded without being actioned.

**6 LAUNDRY LANE CAFÉ – SEATING**

Members considered the correspondence circulated regarding seating at the Café. The Town Clerk provided an overview of options for the siting and design of the new seating area, contained within a panelled container. It was

**RESOLVED** to approve the purchase of a panel clad container at a cost not to exceed £5500. This is to be installed upon completion of landscape work.

**7 PROPOSED COMMUNITY OFFICER**

Members considered the proposed job description for the post of Community Officer. The level of support required from the post was discussed at length and with some minor changes to reflect the ambition of the Council, it was

**RESOLVED** to support the role creation and recommend to full Council it consider offering this post internally.

**8 WORKSHOP AND STORAGE FACILITIES**

Members considered three different costed designs for a replacement workshop at the Laundry Lane compound. There was also discussion regarding the leasing of storage containers to local businesses. It was

**RESOLVED** to

- Seek three quotations for a workshop with an open tipping area.
- Approve the installation of three containers at the compound, two of which will be offered for rent to businesses who have already made contact. A waiting list will be maintained for any further interested businesses.

*The meeting closed at 9.45pm.*

*Signed: .....*

*Dated: .....*