

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

27th November 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 2nd December 2019 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 86. Attendance and Apologies for Absence**
87. Declarations of Interest in items on the agenda
88. Minutes of the Town Council held on 4th November 2019
Announcements (for information only)
To receive announcements from
(i) The Town Mayor
(ii) The Town Clerk
- 89. Public Participation – To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting about matters on the agenda, limited to 3 minutes each.**
(i) Norfolk Constabulary
(ii) County and District Councillors
Report from Councillor John Ward
(iii) Members of the public
- 90. Finance**
(i) Payments List
(ii) Bank Reconciliation Statement
- 91. Minutes of the Committee Meetings**
(i) Plans and Environment Committee
(ii) Finance and Staff Committee
(iii) Events and Media Committee
- 92. Budget 2020/21 – Report Attached – for Decision**
93. Planning Applications

20191698	52A Thunder Lane	First Floor Side Extension and Conversion of Garage to Annexe (SS)
20191710	The Oaks 16B Harvey Lane	Variation of Condition 2 of Planning Permission 20171569 (JF)

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

20191757	18 Thor Road	Demolition of Existing Flat Roofed Rear Extensions & Conservatory & Construction of New Larger Flat Roofed Rear Extension, Gable to Hip Roof & Rear Dormer Extension. (PB)
20191813	The Griffin 212 Yarmouth Road	Demolition of Public House (JF)
20191815	Bankside 300, Peachman Way	Static Non-Illuminated Sign to Office Block (JF)
BA/2019/0376/TCAA Approximately	1 Ferrymans Court	G1: Laurel – Reduce in Height by 3m, reduce sides back by approximately 0.5m.
BA/2019/0392/TCAA	Plot 2 The Boathouse Fields Boatyard	T1: Willow Fell.
Notification – 20190300 – Development of 1 No. Petrol Filling Station, 2 No. Drive Through Restaurants & 24 Space HGV Parking, Together With Various Infrastructure and Landscaping Works (Resubmission). Land South of Broadland Gate, Adjacent to Postwick Interchange, Postwick, NR13 5NP - WITHDRAWN		
Broads Authority update		
BA/2019/0336/TCAA	Thorpe Ww	G1: 5 Goat Willow – pollard to 4ft

94. Enforcement Notices

**Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 4 November 2019 at 7:30pm**

77

Present:

Mr J Fisher	(Town Mayor)		Mrs J Fisher
Miss S Lawn			
Mr P Berry	Mr F Bowe	Mr T Garner	Mr L Reeves
Mr S Snelling	Mr J Ward	Mrs T Mancini Boyle	Mr J Emsell

Apologies:

Mr I Mackie	Mr N Shaw	Mr T Fordham
-------------	-----------	--------------

In attendance:

Dr T Foreman

78

DECLARATIONS OF INTEREST

None made.

79

MINUTES

The Minutes of the meeting held on 14 October 2019 were confirmed as a correct record and duly signed.

80

Announcements (For information only)**(i) The Town Mayor**

The Town Mayor provided an overview of his activities over the previous month, which included a number of activities on behalf of the Town Council. He further provided an update of the Broads Authority parish meeting which he had also attended, along with the Deputy Mayor Mrs S Lawn, Mrs T Mancini-Boyle, and the Town Clerk.

(ii) The Town Clerk

The Town Clerk provided an overview of the meetings he had attended on behalf of the Council during the previous month.

81

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 reported that no representative would be attending the meeting but provided an overview of the crimes reported during the past month from the Safer Neighbourhood newsletter..
- (ii) Members noted the report from Cllr Ward.

Mrs T Mancini-Boyle provided an update on the Community at Heart awards, where the Andrew Fredrick Adult Support team who work with the Council on both the Dementia Café and Luncheon Club won their category. In addition, details about the Food Enterprise Zone were provided.

Mr J Fisher outlined the plans for the latest Transforming Cities funding proposal from the County Council which identifies Yarmouth Road in Thorpe St Andrew as a pinch-point for public transport. Details were given of the first report regarding early child services at the County Council, which had a positive outcome showing greater levels of contact across a wider range of systems.

(iii) None

82 FINANCE

(i) Payment List – Voucher number 704 – 843 totalling £46,106.61

(ii) Bank Reconciliation Statement

The Bank Reconciliation Statement will be presented at the December Town Council meeting.

83 CONFIRMATION OF STANDING ORDERS

Members considered the report of the Town Clerk outlining the recommendation from the Finance and Staff Committee regarding a change in standing orders to disregard anonymous correspondence.

RESOLVED

(i) To authorise the Town Clerk to disregard all anonymous correspondence without taking any action on it.

84 START DATE FOR MOORING MANAGEMENT SCHEME (JANUARY 2020)

Members considered the report of the Town Clerk regarding the start of the mooring management scheme at River Green. It was explained that the issues relating to Data Protection and the changes through GDPR had been overcome. Therefore the Town Council was in a position to start the contract management system. The Town Clerk explained that letters could be issued later in November, so a January 'soft' start would give a months notice, with the formal start with Mooring Charge Notices in February, providing 2 months notice.

RESOLVED

(i) For the Contract Law mooring management scheme to start on 1st January 2020 with warning letters, and for the formal start of the contract law system to commence on 1st February 2020.

85 PUBLIC ACCESS DEFIBRILLATOR

The Members received correspondence regarding the need for a public access defibrillator at the Sir George Morse Park. Members discussed the current defibrillator which is based within the Morse Pavilion.

RESOLVED:

(i) That if no grant funding were available the Town Council would install an external cabinet on the Café for the defibrillator currently stored inside the Morse Pavilion.

The meeting closed at 9pm

Signed:

Dated:

10th November 2019

Report from Councillor John Ward

Broadland District Council

There have been some recent senior staff appointments:- Rodney Fincham as Assistant Director Finance, Simon Phelan as Assistant Director Community Services and Imogen Mole as Conservation Officer.

BDC recently hosted a workshop on County Lines (Drug supply). Criminal gangs have established 20 lines in Norwich which are obviously impacting people in Broadland. The event was one of a number being held around the county and the agreed outcomes will be turned into actions. Teri Munro is our contact at BDC.

At the Full Council meeting on 7th November, BDC adopted an Environmental Policy Statement and agreed to review its action plan every 6 months.

Also at the meeting on 7th November, it was agreed that the Council would continue in the Norfolk Business Rates Pool despite there being some risk of extra cost if the NHS win its current high court case against business rates which would mean the Councils would have to jointly pick up NHS's share.

Norfolk County Council

Norfolk's gritters made their first run of winter on Monday 28th October in the West of the County. 16,000 tonnes of salt are in stock in preparation for winter. More than a third of Norfolk's roads are on the 49 regular gritting routes, a run covering 2,200 miles and taking 3 hours to complete.

As part of NCC's Early Childhood and Family Service, up to £250k is available annually to help new or existing groups provide activities for 0-5yr olds. Groups are invited to apply for grants of up to £2,500 for projects which might include music, creative arts or physical play. Details from:- www.norfolk.gov.uk/earlychildhoodfunding

Norfolk library service has won a bid of £7k to enable it to put on events and be part of the national BBC "Novels that shaped the world" Festival. Norfolk's specific theme is "Coming of Age" which will aim to improve reading skills across communities that have poor literacy.

The County Council has approved the date of 2030 for Norfolk to achieve net zero carbon emissions. This is part of a far-reaching environmental policy for the Council.

**Thorpe St Andrew Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
844 Office telephone	31/10/2019		Bank 1 Current Accou	online	Mobile - office	O2	S	14.39	2.87	17.26
845 Telephone	31/10/2019		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	73.38	14.68	88.06
846 Projects	31/10/2019		Bank 1 Current Accou	online	Container	Containers direct	S	2,572.50	514.50	3,087.00
847 Fireworks	31/10/2019		Bank 1 Current Accou	online	Radio Advertising	Anglian Radio	E	572.71	0.00	572.71
848 Projects	05/11/2019		Bank 1 Current Accou	8335	Recycling bins	Broxap	S	1,649.85	329.97	1,979.82
849 Dussindale maintenance	05/11/2019		Bank 1 Current Accou	8336	Pest control	Burrell Pest control	E	55.00	0.00	55.00
850 Hillside maintenance	05/11/2019		Bank 1 Current Accou	8336	Pest control	Burrell Pest control	E	55.00	0.00	55.00
851 Fuel & machinery maintenance	05/11/2019		Bank 1 Current Accou	8337	Vehicle maint	Felthorpe Lawnmower Serv	S	458.64	91.73	550.37
852 Fuel & machinery maintenance	05/11/2019		Bank 1 Current Accou	8337	Vehicle maint	Felthorpe Lawnmower Serv	S	47.00	9.40	56.40
853 Newsletter	05/11/2019		Bank 1 Current Accou	8338	Newsletter delivery	Forethought Marketing	S	303.75	60.75	364.50
854 Legal charges	05/11/2019		Bank 1 Current Accou	8339	legal fees car park boathouse	Hamson JPA	S	1,295.00	259.00	1,554.00
855 Health and Safety	05/11/2019		Bank 1 Current Accou	8340	Health and safety equp	Mainman Supplies	S	62.65	12.53	75.18
856 Health and Safety	05/11/2019		Bank 1 Current Accou	8340	Health and safety equp	Mainman Supplies	S	11.05	2.21	13.26
857 Park maintenance	05/11/2019		Bank 1 Current Accou	8341	Asphalt	Middletons Aggregate	S	2,131.80	426.36	2,558.16
858 Morse Pavillon	05/11/2019		Bank 1 Current Accou	8342	Boiler repairs	Rockwater Property	S	280.00	56.00	336.00
859 Morse Pavillon	05/11/2019		Bank 1 Current Accou	8343	Boiler repairs	M D Thompson	S	72.63	14.53	87.16
860 Park maintenance	05/11/2019		Bank 1 Current Accou	8344	park fixings	Actavo	S	106.68	21.34	128.02
861 Cricket maintenance	06/11/2019		Bank 1 Current Accou	8345	Cricket repair	Anglian Plant Hire	S	144.00	28.80	172.80
862 Hire of equipment	06/11/2019		Bank 1 Current Accou	8346	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
863 Fuel & machinery maintenance	06/11/2019		Bank 1 Current Accou	8346	Vehicle maint	Ben Burgess	S	20.00	4.00	24.00
864 Fuel & machinery maintenance	06/11/2019		Bank 1 Current Accou	8346	Vehicle maint	Ben Burgess	S	132.78	26.56	159.34
865 Vehicle Maintenance	06/11/2019		Bank 1 Current Accou	8346	Service equipment	Ben Burgess	S	194.31	38.87	233.18
866 Events one off purchase	06/11/2019		Bank 1 Current Accou	8347	Safety fencing cables ties	Builders Equipment	S	120.00	24.00	144.00
867 Events one off purchase	06/11/2019		Bank 1 Current Accou	8347	Diversion signs	Builders Equipment	S	297.20	59.45	356.65
868 Vehicle Maintenance	06/11/2019		Bank 1 Current Accou	8348	Vehicle maint	Ernest Doe and Sons	S	518.55	103.71	622.26
869 Morse Pavillon	06/11/2019		Bank 1 Current Accou	8349	Boiler repairs	M D Thompson	S	72.63	14.53	87.16
870 Cleaning bus shelters	06/11/2019		Bank 1 Current Accou	8350	Cleaning bus shelters	R Marmoy	E	100.00	0.00	100.00
871 Legal charges	06/11/2019		Bank 1 Current Accou	8351	Legal fees	NP Law	S	107.00	21.40	128.40
872 Town Hall	06/11/2019		Bank 1 Current Accou	8352	Electrical work - Fitzmaurice Pt	C R Wilson	E	290.00	0.00	290.00
873 Events one off purchase	06/11/2019		Bank 1 Current Accou	8353	Goods	Builders Equipment	S	123.91	24.78	148.69
874 Projects	13/11/2019		Bank 1 Current Accou	online	Container	Containers direct	S	2,572.50	514.50	3,087.00
875 Water charges	13/11/2019		Bank 1 Current Accou	online	Water charges - Cemetery	Anglian Water	E	38.23	0.00	38.23
876 Water	13/11/2019		Bank 1 Current Accou	online	Water charges - Roxley Hall	Anglian Water	E	68.79	0.00	68.79
877 Grant income and expenditure	13/11/2019		Bank 1 Current Accou	online	afternoon tea payment	Nannys Cakes Cafe	E	211.00	0.00	211.00
878 Maintenance contract	13/11/2019		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
879 Repairs	13/11/2019		Bank 1 Current Accou	8354	Street light - repairs	Anney LG Ltd	S	353.17	70.63	423.80

9001

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
880 Fireworks	13/11/2019		Bank 1 Current Accou	8355	Entertainer	Dan Dawson	E	340.00	0.00	340.00
881 Buildings & amenity areas	13/11/2019		Bank 1 Current Accou	8356	Fencing	G & G Fencing	S	6,080.60	1,216.12	7,296.72
882 Town Hall	13/11/2019		Bank 1 Current Accou	8357	Privacy glass	Spectrum Glass Options	S	80.00	16.00	96.00
883 Computer/Photocopier	13/11/2019		Bank 1 Current Accou	8358	Software update	Time Systems	S	199.00	39.80	238.80
884 Electricity Toilets River Greer	13/11/2019		Bank 1 Current Accou	8359	Electricity - River Green Toile	Total Gas & Power	L	49.40	2.47	51.87
885 Energy charge	13/11/2019		Bank 1 Current Accou	8359	Streetlight-energy charge	Total Gas & Power	S	3,562.54	712.54	4,275.08
886 Cleaning	13/11/2019		Bank 1 Current Accou	8360	Cleaning - Fitz Pav	Town and Country Cleaning	E	945.00	0.00	945.00
887 Cleaning	13/11/2019		Bank 1 Current Accou	8360	Cleaning - Roxley Hall	Town and Country Cleaning	E	430.00	0.00	430.00
888 Cleaning Toilets	13/11/2019		Bank 1 Current Accou	8360	Cleaning River Green Toilets	Town and Country Cleaning	E	375.00	0.00	375.00
889 Sayer salary										
890 Sayer - NIC employer										
891 Foreman salary										
892 Foreman employers nic										
893 Bass - salary										
894 Bass - NIC employer										
895 Calver salary										
896 Calver-employers nic										
897 Student loan										
898 Mr G Watkins										
899 Parr - salary										
900 Parr - employers NIC										
901 Jones salary										
902 Jones nic employer										
903 Seaman salary										
904 Seaman employers nic										
905 Matthews - salary										
906 Fenn salary										
907 Fenn - NIC employer										
908 Fenn salary										
909 Fenn - pension employer										
910 Sayer salary										
911 Sayer - pension employer										
912 Bass - salary										
913 Bass - pension employer										
914 Foreman salary										
915 Foreman - pension employer										
916 Calver salary										
917 Calver pension employer										
918 Mr G Watkins										

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
919										
Watkins - pension employer										
920										
Parr - salary										
921										
Parr employers pension										
922										
Jones salary										
923										
Jones pension employer										
924										
Seaman salary										
925										
Seaman pension employer										
926										
Foreman salary										
927										
Training										
928										
Fireworks										
929										
Fireworks										
930										
Fenn salary										
931										
Bass - salary										
932										
Sayer salary										
933										
Calver salary										
934										
Mr G Watkins										
935										
Parr - salary										
936										
Matthews - salary										
937										
Jones salary										
938										
Seaman salary										
939										
Fuel										
940										
Fuel & machinery maintenance										
941										
Gas										
942										
Vehicle lease										
943										
Electricity										
944										
Electricity										
945										
Electricity										
946										
Electricity										
947										
Chairmans expenses										
948										
Miscellaneous										
949										
Grant income and expenditure										
950										
Town/Neighbourhood plan										
951										
Remembrance parade										
952										
Office equipment										
953										
Events one off purchase										
954										
Xmas Event										
955										
Training										
956										
Fireworks										
957										
Fireworks										

**Thorpe St Andrew Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
958	19/11/2019		Bank 1 Current Accou	8367	Legal fees	Norfolk County Council	X	0.00	70.00	70.00
959	19/11/2019		Bank 1 Current Accou	8368	Security for Fireworks	Norse	S	406.00	81.20	487.20
960	19/11/2019		Bank 1 Current Accou	8368	Security for Rem Parade	Norse	S	414.00	82.80	496.80
961	19/11/2019		Bank 1 Current Accou	8369	storage equipment	Rapid Racking	S	118.00	23.60	141.60
962	19/11/2019		Bank 1 Current Accou	8370	Advert In Thorpe Players Mag	Thorpe Players	E	40.00	0.00	40.00
963	19/11/2019		Bank 1 Current Accou	8371	Batteries	Trade UK	S	23.76	4.74	28.50
964	26/11/2019		Bank 1 Current Accou	8349	Cancelled cheque	M D Thompson	S	-72.63	-14.53	-87.16
965	26/11/2019		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
966	26/11/2019		Bank 1 Current Accou	online	Soccer marking	Norse	S	378.83	75.77	454.60
967	26/11/2019		Bank 1 Current Accou	online	Field Maintenance - Rec Gmd	Norse	S	551.30	110.26	661.56
968	26/11/2019		Bank 1 Current Accou	online	St Williams Loke - pruning	Norse	S	7.30	1.46	8.76
969	26/11/2019		Bank 1 Current Accou	online	Sports Turf - Rec Gnd	Norse	S	525.00	105.00	630.00
970	26/11/2019		Bank 1 Current Accou	online	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
971	26/11/2019		Bank 1 Current Accou	online	Field Maintenance - Duss Park	Norse	S	293.65	58.73	352.38
972	26/11/2019		Bank 1 Current Accou	online	Picnic area maintenance	Norse	S	34.50	6.90	41.40
973	26/11/2019		Bank 1 Current Accou	online	Radio Advertising	Anglian Radio	X	112.87	0.00	112.87
974	26/11/2019		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
975	26/11/2019		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	48.12	9.62	57.74
976	26/11/2019		Bank 1 Current Accou	online	Telephone - Ftz Pavilion	Talk Talk	S	32.95	6.59	39.54
977	27/11/2019		Bank 1 Current Accou	8372	Allotment key refund	Mrs J Fern - petty cash	E	5.00	0.00	5.00
978	27/11/2019		Bank 1 Current Accou	8372	Goods	Mrs J Fern - petty cash	E	10.00	0.00	10.00
979	27/11/2019		Bank 1 Current Accou	8372	Flowers	Mrs J Fern - petty cash	E	40.00	0.00	40.00
980	27/11/2019		Bank 1 Current Accou	8373	Spray fields	Collier Turf Care Ltd	S	420.00	84.00	504.00
981	27/11/2019		Bank 1 Current Accou	8373	Spray fields	Collier Turf Care Ltd	S	280.00	56.00	336.00
982	27/11/2019		Bank 1 Current Accou	online	Cleaning Materials	Macro	S	35.94	7.19	43.13
983	27/11/2019		Bank 1 Current Accou	online	Banner changes	Premier Print	E	78.00	0.00	78.00
984	27/11/2019		Bank 1 Current Accou	online	Goods	Premier Print	S	12.12	2.42	14.54
985	27/11/2019		Bank 1 Current Accou	8374	Vehicle maint	Ben Burgess	S	247.74	49.55	297.29
986	27/11/2019		Bank 1 Current Accou	8375	Calendars	Colour Print	S	297.16	59.43	356.59
987	27/11/2019		Bank 1 Current Accou	8376	Electricity - River Green	E.on	L	27.76	1.39	29.15
988	27/11/2019		Bank 1 Current Accou	8377	Cleaning bus shelters	R Marmoy	E	100.00	0.00	100.00
989	27/11/2019		Bank 1 Current Accou	8378	Employment law services	Neathouse	S	2,041.20	408.24	2,449.44
990	27/11/2019		Bank 1 Current Accou	8379	Hire equipment	BDC Scaffolding	S	250.00	50.00	300.00
Total								58,980.65	7,128.77	66,109.42

PAYMENT LIST

Salaries	vouchers 926-938	November	11920.68
HMRC	vouchers 889-907	Tax and NIC	3249.63
Norfolk Pension Fund	vouchers 908-925	Employer/employee payments	4106.18

THORPE ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 31/10/19 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	28857.00
Deposit account bank 1	371683.47
Sub total - bank 1	<u>400540.47</u>
Capital Account bank 2	55278.83
	<u>455819.30</u>

Unpresented cheques	Cheque number	Payee	Date	£
	8304	Mr King	04/10/2019	-25.00
	8313	Rapid Racking		-179.04
	8322	Mr Clarke	22/10/2019	-25.00
	8323	Collier Turf Care		-1244.08
	8330	Taverham Nursery		-163.51
	8332	Town & Country		-1690.00
	8334	Cash for float		-2000.00

Total of unpresented cheques	<u>-5326.63</u>
	<u>450492.67</u>

Balance at 31/3/19	287768.22
Plus receipts	521448.37
	<u>809216.59</u>
Less expenditure	-358723.92
	<u>450492.67</u>

Completed by: *Jenn*
 Date: *5/11/19*
 Certified by: *T. FOREMAN*
 Date: *5/11/19*

Thorpe St Andrew Town Council
Minutes of the Plans and Environment Committee meeting held on
11 November 2019 at 7.30pm

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

Apologies: None

In attendance:
 Dr T Foreman (Town Clerk)

There was 1 member of the public present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made

3 MINUTES

The minutes of the meeting held on 9 September 2019 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

REF: 20191599 A nearby resident raised concerns regarding the height and length of the outbuilding.

5 PLANNING APPLICATIONS

REF: 20191583 50 Beechwood Close – No Objections

REF: 20191591 31 St Catherines Road – No Objections

REF: 20191599 33 St Catherines Road – No Objections to amended plan, but taking into account neighbour representations, request that the height and length of the outbuilding be considered for further negotiation. We understand a new plan may yet be consulted upon which we hope will address this concern

6 Streetnaming – No objection

Permission Granted

REF: BA/2019/0270/LBC and BA/2019/0269/FUL Rushcutters APPROVED

ENFORCEMENT NOTICES – CONFIDENTIAL

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

The meeting closed at 8:20 pm

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 18 November 2019 at 7.30pm**

- 1 Present:**
Miss S Lawn (Chairman)
Mr F Bowe Mr J Emsell Mr L Reeves Mr S Snelling Mr Fisher

Apologies: Mr I Mackie and Mr N Shaw

In attendance:
Dr T Foreman (Town Clerk) Mrs J Fenn (Deputy Clerk & RFO)

Two members of the public were present.

- 2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**
None

- 3 MINUTES**
The minutes of the meeting held on 16th September 2019 were agreed and signed as a true record.

- 4 PUBLIC SESSION (limited to 3 minutes per speaker)**
Two representatives of Dussindale Rovers Football Club provided an overview of the letter they had written to the Committee regarding the current and future of the football club.

- 5 LETTER FROM DUSSINDALE ROVERS FOOTBALL CLUB**

Members considered the letter from Dussindale Rovers Football Club, along with comments made by its representatives during the Public Session. The Members discussed the matter at length, specifically the requests to have fencing installed at the Sir George Morse Park and restricting dogs on the main field.

RESOLVED

To set-up a meeting early 2020 with Councillors, Officers and Dussindale Rovers Football Club, St Andrews Football Club and Thorpe Village Football Club to discuss current and existing needs.

- 6 INSTITUTE OF GROUNDSMAN**

Members considered information provided by the Parks and Estates Manager relating to Membership of the Institute of Groundsman. The Town Clerk explained the increase in staff and the need for specialist training meant membership for the whole team was now cost effective. Members were keen to see greater training on cricket and sport pitch maintenance.

RESOLVED

For the Town Council to take Local Authority/Public Body member for the Parks and Estates staff.

7. GRANT APPLICATION – THORPE PLAYERS

The Members considered in detail the grant funding application for the hire of lights by Thorpe Players. The Committee considered the audited accounts, constitution and details of the productions undertaken in recent years.

RESOLVED

To award £200 to the Thorpe Players for the hire of lighting equipment, on condition that this is a one-off payment.

8. BUDGET 2020/21

The Members considered in detail the draft budget prepared for the Committee. There was significant discussion regarding the ambitions of the Council over the next 12 months and understanding that many of these priorities are time sensitive.

RESOLVED

To recommend that the Town Council approve the draft Budget 2020/21

The meeting closed at 8.55pm.

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Events and Media Committee
held on 20 November 2019 at 7.30pm**

1 Present: Mr J Emsell (Chairman)	Mrs J Fisher
Mr L Reeves Fr J Stewart	Mr G Lawton
Ms L Dawson	Ms A Day Miss S Lawn

Apologies: Mr J Ward Ms I Munday

In attendance:

Dr T Foreman (Town Clerk)
Members of Bystanders Cricket Club
Member of Thorpe St Andrew Parish Church

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

3 MINUTES

The minutes of the meeting held on 23 September 2019 were agreed and signed as a true record.

4 PUBLIC SESSION

None

5 CHRISTMAS LIGHTS EVENT

Mr J Emsell provided an overview of draft times for the Christmas Light Switch-on, starting with the road closing at 1pm. It was envisaged that the following sequence would take place:

- the Town Mayor would open the event
- the Cawston Brass Band
- Church Choir and Solo singer
- Father Christmas arriving by Police boat, followed by Bishy Barney Boats and having a grotto at the relic of the Church of Saint Andrew
- The Town Mayor along with Melissa Rudd
- Cawston Brass Band
- Bell Ringers
- Rock Choir
- Fireworks

Mr J Emsell provided an oversight of the stalls which were planning to attend and Fr James Stewart explained the activities taking place at the Parish Church.

Mr J Emsell concluded by running through the plans for the Christmas light switch-on and thanked the Committee for its time.

DATE OF NEXT MEETING

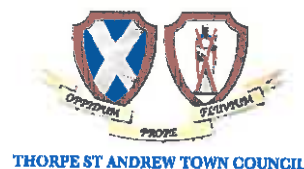
January 2020

The meeting closed at 8:30pm

Signed:

Dated:

DRAFT



Reason for this Report

This report has been prepared for the Town Council to consider the draft budget 2020/21.

Background

The Town Council is required to set a budget by the end of the December 2019 for the next financial year. In doing so a calculation is made of the budget requirement for the revenue and capital budgets.

This budget is met in the greatest degree by the precept which is raised through Council Tax, this is a tax on property categorised by inclusion in one of 8 valuation bands. The headline tax is calculated for Band D and the tax in the remaining bands is worked out as a proportion of this amount. The lowest Band (A) is two-thirds of Band D and the highest Band (H) is twice Band D and three times Band A.

When coming to decisions in relation to the revenue budget and the precept the Council have various legal responsibilities, principally:

1. The Council must act in accordance with its statutory duties and responsibilities
 2. The Council must act reasonably
 3. The Council must ensure it meets its fiduciary responsibility to its Council Tax payers.
1. The statutory responsibility and power of the Authority to calculate and fix a budget and precept is through the Local Government Finance Act 1992. Relevant sections of the Act require:
 - a. s.32 (2); an estimated revenue account of expenditure to be incurred during the year, appropriate allowances for contingencies, any raising of reserves for future years and any account of deficit not accounted for in previous years.
 - b. S.32 (3) an estimated income from fees, charges and grants; and any amount of reserves/balances intended to be used towards meeting revenue expenditure.
 - c. s.32 (4); a calculation of difference between the gross revenue expenditure and anticipated income (difference between a. and b. above)
 2. The reasonableness of the Councils decision is set in the principles of *Associated Provincial Picturehouses Limited v Wednesday Corporation*, that is, it must take account of what is relevant and disregard the irrelevant. The decision should be one which would be made by any reasonable authority in that it is not unreasonable, irrational or perverse.
 3. The Councils fiduciary responsibility includes:
 - a. Responsible use of the Council's resources, including the raising of income (such as rent and other charges) and the control of its expenditure
 - b. Awareness of the financial consequences of decisions on the taxpayer
 - c. Ensuring both short and long term sustainability

- d. Striking a fair balance between the interest of the taxpayer and the community interest in adequate and efficient services
- e. Acting in good faith with a view to complying with statutory duties and powers for the benefit of the community.

The most appropriate case relating to the fiduciary responsibility is *Roberts v Hopwood (1925)* where it was said that an Authority which is charged with the administration for definite purposes of funds arising from the taxpayer (whether in full or part) owes a duty “to conduct that administration in a fairly business-like manner with reasonable care, skill and caution, and with a due and alert regard to the interest of (of the ratepayer)”. In addition the finding explains that an Authority must not be “misguided [by] principles of socialistic philanthropy”.

In addition to the highlighted requirements of s.32 of the Local Government Finance Act 1992, the Act explains that an Authority should have regard for the report and calculations of the Responsible Financial Officer. If the budget requirement is insufficient to meet its commitments, there are both practical and legal consequences for the Council.

The Local Government Act 2003 s.28, requires the Council to monitor the income and expenditure against budget calculations throughout the year. If through monitoring it is found that the budgetary situation had deteriorated, the Council must take necessary action to resolve the position. This could include, for instance, reducing spend for a period of the year, increase income, or finance the shortfall from reserves.

Under s.114 of the Local Government Finance Act 1988, the Responsible Financial Officer has a duty to report to the Council that expenditure incurred by the Authority is likely to exceed the resources (including sums borrowed) available to meet that expenditure. In doing so, this report must be sent to the Council’s Auditor and every member of the Council must consider the report within 21 days and at a meeting decide whether it agrees or disagrees with these findings. During this period a restriction on incurring additional spend is in place.

The legislation therefore makes clear the responsibility for the Council to set a responsible, clear and realistic budget.

Result

This year’s budget has taken account of the expenditure for proposed car parking facilities, the new workshop at Laundry Lane and the proposed new Community Officer post and Deputy Clerk role. It also places staff salaries on the Local Government pay scale.

It should be noted that facilities such as the car parking and workshop facilities will themselves become income generating.

The draft budget is contained within Appendix A.

Members are reminded that when voting on budget items that they are bound by the provision of s.106 of the Local Government Finance Act 1992.

Advice

The Finance and Staff Committee have recommended the Budget to the Town Council for adoption. . The precept within the draft budget would amount to 15%, equating to an increase of £12.75 pa for a Band D household, or around 0.96p per week.

The **proposed** estimated rate of £98.54pa on a Band D property is also significantly less than other **current** comparator precepts in Broadland for **2019/20**, which are as follows:

- Sprowston (Band D) currently £117.01pa
- Hellesdon (Band D) currently £123.31pa
- Aylsham (Band D) currently £155.24pa
- Acle (Band D) currently £116.75pa

Each of these authorities have or will be considering their 2020/21 budgets.

In creating this budget each line has been carefully considered, including reductions through costs, assets and reserves. The draft budget meets the legislative requirements outlined within this report.

The budget accounts for the capital and asset plan which ensures all spending and required funding are calculated well in advance. This allows funds to be earmarked for tasks and purchases over a period of time rather than funds needing to be raised in a single year.

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 **significant** financial implications arising from this report.

THORPE ST ANDREW TOWN COUNCIL DRAFT BUDGET - 2020/2021

INCOME	2018/19	2019/20	2020/21
Allotments	4900.00	5100.00	5225.00
Business/Sponsorship	1000.00	1000.00	500.00
Events/Newsletter	12000.00	12000.00	15000.00
Fitzmaurice Park	17350.00	18289.00	19500.00
River Green	50.00	50.00	1000.00
Roxley Hall	17000.00	17000.00	17000.00
S137 Payments/donations	1500.00	1500.00	0.00
Sir George Morse Park	12200.00	11500.00	9000.00
Town Hall	150.00	150.00	150.00
Verge Cutting (Del Func)	15800.00	16500.00	16000.00
TOTAL	81950.00	83089.00	83375.00

EXPENDITURE	2018/19	2019/20	2020/21
Allotments	4075.00	4075.00	4475.00
BDC Elections (sep code)	4000.00	4000.00	4000.00
Building Maintenance (new line)	25500.00	25500.00	29000.00
Business Sponsorship	400.00	400.00	500.00
Cemetery	2515.00	2620.00	2730.00
Events/Newsletter	11200.00	12000.00	17000.00
Fitzmaurice Park	26300.00	25850.00	26575.00
Lease Payments	3330.00	4000.00	4500.00
Legal Fees	1500.00	1500.00	6500.00
Loan Repayment	34065.00	34175.00	28191.00
River Green	6250.00	6250.00	14750.00
Roxley Hall	13750.00	13750.00	15000.00
S137 Payments/donations	550.00	550.00	550.00
Sir George Morse Park	48300.00	52500.00	57250.00
Street Furniture	1500.00	1500.00	1500.00
Street Lighting	25760.00	25760.00	32000.00
Town Hall	22425.00	25550.00	24400.00
Town Plan/Neighbourhood plan	1000.00	1000.00	1000.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting (Del Func)	0.00	12500.00	12500.00
Website	1000.00	1000.00	1000.00
Youth Council - new line		1000.00	1000.00
Salaries	226118.00	230432.00	249564.00
TOTAL	468538.00	494912.00	542985.00

CAPITAL	2018/19	2019/20	2020/21
Town Hall	1000.00	1000.00	1000.00
Buildings & Amenity Areas	17500.00	7265.00	7500.00
Street Lighting	9000.00	9000.00	9000.00
Projects	2000.00	2000.00	20000.00
Asset Replacement	20000.00	5000.00	5000.00
TOTAL	<u>49500.00</u>	<u>24265.00</u>	<u>42500.00</u>
REVENUE EXPENDITURE	468538.00	494912.00	542985.00
CAPITAL EXPENDITURE	49500.00	24265.00	42500.00
CONTINGENCY	5550.00	5550.00	5550.00
	<u>523588.00</u>	<u>524727.00</u>	<u>591035.00</u>
LESS INCOME	81950.00	83089.00	83375.00
PRECEPT REQUIRED	<u>441638.00</u>	<u>441638.00</u>	<u>507660.00</u>

ALLOTMENTS	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Duss maint	688	2043	1500	883	1700	
Duss rent	400	400	400	400	400	
Duss water	361	489	375	126	375	
Hillside maint	494	2297	1300	220	1500	
Hillside water	479	500	500	154	500	
Rent deposit	305	250		225		
Total	2727	5979	4075	2008	4475	
RECEIPTS						
Rents/deposits	4970	4813	4650	4112	4725	1
Water charges	598	704	450	858	500	
TOTAL	5568	5517	5100	4970	5225	

Note 1 - Increase in allotment rents by 4.5% from £22 to £23

BROADLAND DC ELECTIONS	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Election costs	3117	0	4000	0	4000	
TOTAL	3117	0	4000	0	4000	

BUILDING MAINTENANCE	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
Town Hall	2773	6330	5000	4903	9000	disabled toilet refurb decorating
Morse Pavilion	3300	2440	10500	1996	10000	weatherboarding flooring windows
River Green Toilet/Office		966	5000	110	5000	
Roxley Hall	2507		5000	1788	5000	
TOTAL	8580	9736	25500	8797	29000	

BUSINESS SPONSORSHIP	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS	243	1099	400	498	500	
TOTAL	243	1099	400	498	500	
RECEIPTS	1385	1347	1000	398	500	
TOTAL	1385	1347	1000	398	500	

CAPTIAL SPENDING	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Asset Replacement	8841	17265	5000		5000	
Buildings & Amenity Areas	8237	4556	7265		7500	
Street light	790	4785	9000		9000	
Town Hall	700	988	1000		1000	
War Memorial						
Projects	83269	102121	2000	30534	20000	note 1
TOTAL	101837	129715	24265	30534	42500	
RECEIPTS		25931				

Note 1 Allotments - water pipes /tanks £5000, workshop - allocated £15,000 towards £60,000 cost together with £26000 from earmarked reserves.

The car park cost of £80,000 will be taken from capital reserves

CEMETERY	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Maintenance	1915	2015	2120	2020	2230	
Water charges	345	75	500		500	
TOTAL	2260	2090	2620	2020	2730	

COMMUNITY INFRASTRUCTURE LEVY	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS		0	0	0	0	
RECEIPTS	1322	4808	0	3925	0	

CONTINGENCY	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Contingency	0	0	5550	0	5550	
TOTAL	0	0	5550	0	5550	

VERGE CUTTING	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Fuel	14873	1556	2500	1159	2500	
Hire of equipment		5803	10000	3220	10000	
Verge costs				359		windscreen
TOTAL	14873	7359	12500	4738	12500	
RECEIPTS						
Verge cutting	15909	16415	16500	15845	16000	
TOTAL	15909	16415	16500	15845	16000	

FITZMAURICE PARK	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Cleaning and cleaning materials Fitz Pav	6340	6590	6000	2290	5000	
Cricket maint	1123	1462	3000	1226	3000	
Electricity	4978	6055	6000	2705	6000	
Field Maint contract	3433	4246	4300	2136	4500	5%
Turf Maint	2458	1520	1000	1986	1500	
Park Maint	2617	159	1000	1430	1500	
Play equip maint	777		500	4779	1000	
Rates	3019					Town Hall budget
Sanitary disposal			100			
Telephone	252	368	250	188	375	
Tennis court		380	400		400	
Water rates	504	4220	1300		1300	
Wheeled bin -litter and dog bin contracts	1938	1260	2000	887	2000	
Repaint Youth Shelter			0	476	0	Repaint 2022
TOTAL	27439	26260	25850	18103	26575	
RECEIPTS						
Cricket	2507	1670	2789	1864	2000	
Lettings - Fitz Pav	18811	23504	15500	8323	17500	
Other Income		3026	0	0		insurance claim
TOTAL	21318	28200	18289	10187	19500	

Fitzmaurice general lettings 5% from £15 to £15.75 per hour

Cricket 5% proposed	2017/18	2018/19	2019/20	2020/21
Weekend match	106.00	111.00	116.50	122.50
Midweek match	47.00	49.00	51.50	54.25
Training	18.00	19.00	20.00	21.00

EVENTS/NEWSLETTER	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
NEWLETTER	1924	3180	2000	0.00	2000	
EVENTS	15144	18161	10000	2025.00	15000	
TOTAL	17068	21341	12000	2025	17000	
RECEIPTS	16138	17418	12000	1053	15000	
TOTAL	16138	17418	12000	1053	15000	

GRANTS	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS		0	0	395	0	
TOTAL	0	0	0	395	0	
RECEIPTS	0	0	0	607	0	
TOTAL	0	0	0	607	0	

LEASE PAYMENTS	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
Vehicle leasing	3330	3330	4000	2881	4500	new vehicle lease
TOTAL	3330	3330	4000	2881	4500	

Legal Fees	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Legal charges	2101	3353	1500	0	6500	
TOTAL	2101	3353	1500	0	6500	
RECEIPTS		755				

LOAN REPAYMENT	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Morse Pavilion	6030	5777	5523	2793	0	
Roxley Hall	21937	21519	21103	10603	20686	
River Green lights		1783	3566	1783	3566	
Town Hall/Fitz	4071	4027	3983	1997	3939	
TOTAL	32038	33106	34175	17176	28191	
RECEIPTS		56201		0		

SIR GEORGE MORSE PARK	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Cleaning Morse and cleaning materials	6773	9276	8000	4465	9500	
Electricity	1642	1911	1700	1259	2200	
Equipment hire	257	460	400		400	
Field Maint Contract	6058	10274	6100	3308	6500	contract to 2020
Materials fixtures fittings	275	452	1050	140	1000	
Fuel	2285	2101	2500	1033	2500	
Grounds machinery maint	5267	4975	4000	1622	4000	
Mileage expenses	189	230	400	0		
Miscellaneous	242	558	200	328	500	
Morse Pavilion Gas	1636	1378	1500	339	1500	
Park Maintenance	1942	324	550	387	550	
Play equipment maint		106	1000	1875	1000	
Shrub bed - St Will Loke	139	88	100	44	100	
Sanitary disposal			300			
Sports turf maint	6841	6304	8000	6573	8400	
Telephone	1207	1127	1400	946	2000	additional mobiles
Tools - equipment	41	253	200	276	300	
Training	1188	2813	3500		3500	
Tree plantation - mowing			0			
Water Rates	905	557	900	349	900	
Wheeled bin -litter and dog bin contracts	1647	1193	2000	910	2000	
Soccer Marking	3897	4546	4000	2273	4500	
Rates	2307	2376	2500	2430	2500	
Feed in tariff	655	1068		871		In/out
Cleaning tennis courts	280	320	300	520	500	
Health & Safety	797	1030	1900	1030	1900	additional staff
Vehicle Maintenance	430	683		846	1000	
TOTAL	46900	54403	52500	31824	57250	
RECEIPTS						
Football	7549	8935	11500	2518	9000	5 % increase
Other Income	1533	510	0	900		ceased fitness club
Feed in tariff	654	1068	0	871	0	in/out
TOTAL	9736	10513	11500	4289	9000	

Football 5% proposed	2017/18	2018/19	2019/20	2020/21
	£	£	£	£
Adult pitch	70.85	74.50	78.50	82.50
Junior pitch	35.80	37.50	39.50	41.50
Mini pitch	25.20	26.50	28.00	29.50
Training	18.05	19.00	20.00	21.00

RIVER GREEN	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Note
PAYMENTS						
Comm cut - picnic Area	387	414	500	207	500	
Electricity	159	282	350	363	500	
Mowing Contract						
River Green flowers	780		900			
R Grn Maintenance	1809	1403	4000	427	4000	Keep budget towards quay
R Grn Toilets Electricity				1089	2500	
R Grn toilets rates				2042	2250	
Cleaning toilets				2355	5000	
War memorial maintenance		1319	500	0		
Total	3135	3418	6250	6483	14750	
RECEIPTS						
Income	23	1072	50	325	1000	Mooring & Electricity income
Total	23	1072	50	325	1000	

ROXLEY HALL	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Note
PAYMENTS						
Cleaning	5275	5415	6000	2950	6000	
Electricity	1100	922	1500	646	1500	
Gas	1506	1403	2000	450	1500	
Misc	2173	234		1783	1000	royalty charges 2yrs and waste bins
Rates	3576	3960	3500	4456	4500	
Sanitary disposal			250			
Water	261	354	500	182	500	
Total	13891	12288	13750	10467	15000	
RECEIPTS						
Lettings	18028	17713	17000	8432	17000	
Total	18028	17713	17000	8432	17000	

S137 PAYMENTS/DONATION	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
S137 Bus shelter maintenance						
S137 payments and donations	150		550	2076	550	Yare boat club £1980
TOTAL	150	0	550	2076	550	
RECEIPTS						
S137 Bus shelter maintenance	1500	500	1500	0	0	
TOTAL	1500	500	1500	0	0	

STREET FURNITURE	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Cleaning bus shelters	1225	1350	1500	640	1500	
Repairs and Maintenance				21		
Bus Shelter						
TOTAL	1225	1350	1500	661	1500	
RECEIPTS				50		

STREET LIGHTING	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Energy charge	18268	19881	20000	10455	25000	
Maintenance contract	4000	5200	5760	2400	7000	contract expires 2020
Repairs	690	3114	0	6850		
TOTAL	22958	28195	25760	19705	32000	
RECEIPTS						
Repairs				0		

TOWN HALL OFFICE	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Note
PAYMENTS						
Audit	1300	1741	1800	1531	1800	
Bank charges	410	307	450	111	300	
Chairmans Expenses	1470	963	1200	483	300	
Computer/photocopier	1038	1351	750	383	750	
Human Resources H&S Cover			2400		2400	New line
Insurance	11232	7450	8500	7749	8500	
Miscellaneous	755	721	300	220	300	
Office equipment	115	194	150	427	150	
Office telephone	777	745	800	374	800	
Postage	857	715	1200	322	900	
Rates		3264	3500	3339	3500	
Stationery	526	1180	1500	642	1500	
Subscriptions	1367	1130	1000	699	1000	
Training/H&S	120	300	1000	55	1000	
Bottle bank	94	109		40		
Photocopy charges	985	1051	1000	603	1200	
TOTAL	21046	21221	25550	16978	24400	
RECEIPTS						
Bank interest	167	162	150	76	150	
Del Func / other inc	596	1129	0	284	0	
TOTAL	763	1291	150	360	150	

Town and Neighbourhood Plan	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
Town plan update	204					
Neighbourhood plan	0	350	1000	204	1000	
TOTAL	204	350	1000	204	1000	

TREE MANAGEMENT	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Tree expenditure	0	6650	9000	951	9000	
TOTAL	0	6650	9000	951	9000	

WEBSITE	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS						
Website costs	598	0	1000	2425	1000	
TOTAL	598	0	1000	2425	1000	

YOUTH COUNCIL	Actual 17/18	Actual 18/19	Budget 19/20	Actual 6mths 19/20	Budget 20/21	Notes
PAYMENTS	0	0	1000	0	1000	New line
TOTAL			1000	0	1000	

SALARIES	Actual	Actual	Budget	Actual	Budget	
PAYMENTS	17/18	18/19	19/20	6mths	20/21	
				19/20		
Foreman salary	38054	40175	42806	21403	43662	step on grade
Foreman NIC employer	4402	4499	5200	2358	4800	
Foreman pension employer	8612	9026	9631	4816	10042	
Student loan	2011	1090	0	108	0	
Fenn Salary	7447	7722	7143	3768	7542	
Fenn pension -employer	1601	1699	1607	848	1735	
Fenn NIC employer	30	50	0	10	0	
Bass salary	9083	9118	9508	4436	3641	
Bass pen -employer	1953	2006	2139	998	837	
Bass NIC employer	132	96	170	17	0	
Sayer salary	27626	28317	28895	14448	29636	
Sayer pension employer	5940	6230	6501	3251	6816	
Sayer NIC employer	2686	2745	2815	1398	2870	
Calver Salary	17935	20760	21429	10607	22021	
Calver pension employer	3858	4620	4821	2411	5064	
Calver employers NIC	1350	1735	1740	883	1850	
Watkins Salary	9641	14500	16326	7395	17364	
Watkins pension employer	2073	3190	3673	1664	3993	
Watkins nic			1280			
Parr Salary	14256	14790	15092	7546	15545	
Parr pension employer	3065	3254	3396	1698	3575	
Parr employers NIC	841	879	972	446	950	
Matthews Salary	1789	1568	2040	945	2590	
Deputy Clerk Committees and Admin					15461	2020/21
DCC&A pension					3556	
DCC&A employers NIC					900	
Jones salary		16500	16836	8418	17364	
Jones pension employer		3630	3788	1894	3993	
Jones nic employer		1114	1000	566	1200	
Seaman Salary	635	16500	16836	8418	17364	
pension employer		3630	3788	1894	3993	
NIC employer		1114	1000	566	1200	
Kiddell salary/pension/nic /tax	23134					
Strain payment - pension		1138		11000		
TOTAL	188154	221695	230432	124210	249564	

S.S.



www.broadland.gov.uk

Ask For : Miss S McDowell
Direct Dial : (01603) 430550
Email : samantha.mcdowell@broadland.gov.uk

Mr T Foreman
Town Clerk, Thorpe St Andrew Town Council
Town Hall Office
Fitzmaurice Park
Pound Lane
Thorpe St Andrew
Norwich
NR7 0UL

Application Number
20191698

Dear Sir/Madam

Description : First Floor Side Extension and Conversion of Garage to Annexe
Location : 52 A Thunder Lane, Thorpe St Andrew, NR7 0PZ
Application Type: Householder

An application has been received for the above development. The details are available to view online at www.broadland.gov.uk/plans, by inserting the application number. Although the basic details of the application will be available by the time you receive this e-mail it will be up to 2 days before all plans and documents are available online.

Comments you wish to make on the proposal should be received by the Council by post, by e-mail to planning@broadland.gov.uk or via the Council's website by 28 November 2019, quoting the above application number. Any comments you make will be taken into account in the determination of the application and will be made available on our website. Therefore, I must advise you that I could not treat any letter received in confidence.

If you are unable to reply within this period or you require any further information relating to the application or would like to discuss the proposal please contact the Case Officer, Miss S McDowell.

Yours faithfully

Mr P Courtier
Head of Planning

ext ok
LOA
C/O sent
plans
52, 52-50
68, 71, 73
Noisy
520
letters
sent out
with date
change



www.broadland.gov.uk

Ask For : Mrs Jane Fox
Direct Dial : (01603) 430643
Email : jane.fox@broadland.gov.uk

JF.

Mr T Foreman
Town Clerk, Thorpe St Andrew Town Council
Town Hall Office
Fitzmaurice Park
Pound Lane
Thorpe St Andrew
Norwich
NR7 0UL

Application Number
20191710

Dear Sir/Madam

Description : Variation of Condition 2 of Planning Permission 20171569
Location : The Oaks, 16B Harvey Lane, Thorpe St Andrew, NR7 8RQ
Application Type: Removal/Variation of a condition (S73)

An application has been received for the above development. The details are available to view online at www.broadland.gov.uk/plans, by inserting the application number. Although the basic details of the application will be available by the time you receive this e-mail it will be up to 2 days before all plans and documents are available online.

Comments you wish to make on the proposal should be received by the Council by post, by e-mail to planning@broadland.gov.uk or via the Council's website by **06 December 2019**, quoting the above application number. Any comments you make will be taken into account in the determination of the application and will be made available on our website. Therefore, I must advise you that I could not treat any letter received in confidence.

If you are unable to reply within this period or you require any further information relating to the application or would like to discuss the proposal please contact the Case Officer, Mrs Jane Fox.

Yours faithfully

Mr P Courtier
Head of Planning

Order
cut
log
? Plans



www.broadland.gov.uk

Ask For : Miss S McDowell
Direct Dial : (01603) 430550
Email : samantha.mcdowell@broadland.gov.uk

fb

Mr T Foreman
Town Clerk, Thorpe St Andrew Town Council
Town Hall Office
Fitzmaurice Park
Pound Lane
Thorpe St Andrew
Norwich
NR7 0UL

Application Number
20191757

01603
432770

a/dec

Dear Sir/Madam

Description : Demolition of existing Flat Roofed Rear Extensions & Conservatory & Constructin of New Larger Flat Roofed Rear Extension, Gable to Hip Roof & Rear Dormer Extension
Location : 18 Thor Road, Thorpe St Andrew, NR7 0JS
Application Type: Householder

An application has been received for the above development. The details are available to view online at www.broadland.gov.uk/plans, by inserting the application number. Although the basic details of the application will be available by the time you receive this e-mail it will be up to 2 days before all plans and documents are available online.

Comments you wish to make on the proposal should be received by the Council by post, by e-mail to planning@broadland.gov.uk or via the Council's website by **04 December 2019**, quoting the above application number. Any comments you make will be taken into account in the determination of the application and will be made available on our website. Therefore, I must advise you that I could not treat any letter received in confidence.

If you are unable to reply within this period or you require any further information relating to the application or would like to discuss the proposal please contact the Case Officer, Miss S McDowell.

Yours faithfully

Mr P Courtier
Head of Planning

Exten req. ^{agreed} ✓
reg. ✓
App. ✓
Nigh. 20.16
Reset within
date change ✓

J.F.



www.broadland.gov.uk

Ask For : Miss Helen Bowman
Direct Dial : 01603 430628
Email : helen.bowman@broadland.gov.uk

Mr T Foreman
Town Clerk, Thorpe St Andrew Town Council
Town Hall Office
Fitzmaurice Park
Pound Lane
Thorpe St Andrew
Norwich
NR7 0UL

Application Number
20191813

Dear Sir/Madam

Description : Demolition of Public House
Location : The Griffin, 212 Yarmouth Road, Thorpe St Andrew, NR7 0SN
Application Type: Full Planning

An application has been received for the above development. The details are available to view online at www.broadland.gov.uk/plans, by inserting the application number. Although the basic details of the application will be available by the time you receive this e-mail it will be up to 2 days before all plans and documents are available online.

Comments you wish to make on the proposal should be received by the Council by post, by e-mail to planning@broadland.gov.uk or via the Council's website by **15 December 2019**, quoting the above application number. Any comments you make will be taken into account in the determination of the application and will be made available on our website. Therefore, I must advise you that I could not treat any letter received in confidence.

If you are unable to reply within this period or you require any further information relating to the application or would like to discuss the proposal please contact the Case Officer, Miss Helen Bowman.

Yours faithfully

Mr P Courtier
Head of Planning

ask.
100
SEARCHED
NO REPLY?
PLANS

JF



www.broadland.gov.uk

Ask For : Miss S McDowell
Direct Dial : (01603) 430550
Email : samantha.mcdowell@broadland.gov.uk

Mr T Foreman
Town Clerk, Thorpe St Andrew Town Council
Town Hall Office
Fitzmaurice Park
Pound Lane
Thorpe St Andrew
Norwich
NR7 0UL

Application Number
20191815

Dear Sir/Madam

Description : Static Non-Illuminated Sign to Office Block
Location : Bankside 300, Peachman Way, Broadland Business Park, Thorpe St Andrew, NR7 0LB
Application Type: Advertisement Consent

An application has been received for the above development. The details are available to view online at www.broadland.gov.uk/plans, by inserting the application number. Although the basic details of the application will be available by the time you receive this e-mail it will be up to 2 days before all plans and documents are available online.

Comments you wish to make on the proposal should be received by the Council by post, by e-mail to planning@broadland.gov.uk or via the Council's website by **14 December 2019**, quoting the above application number. Any comments you make will be taken into account in the determination of the application and will be made available on our website. Therefore, I must advise you that I could not treat any letter received in confidence.

If you are unable to reply within this period or you require any further information relating to the application or would like to discuss the proposal please contact the Case Officer, Miss S McDowell.

Yours faithfully

Mr P Courtier
Head of Planning

~~at~~
log.
Sent to JF
NOVEL
Plans