

THORPE ST ANDREW TOWN COUNCIL

VIRTUAL TOWN COUNCIL MEETING

Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR

Tel/Fax: (01603) 701048

Email: office@thorpeandrew-tc.gov.uk

PUBLIC MESSAGE: This is an online meeting, using Zoom. If you wish to "attend" please email the Clerk for a copy of the link to the meeting before noon on Monday 6th July 2020.

01.07.20

Notice of Virtual Town Council Meeting

Councillors, you are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held on the 'Zoom' conference platform on 6th July 2020 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman

Thomas Foreman

Clerk to the Council

AGENDA

- 21 Attendance book and apologies for absence.
- 22 Declarations of interest in items on the agenda.
- 23 To confirm the minutes of the Virtual Town Council meeting held on 1st June 2020
- 24 Announcements (For information only)
 - To receive announcements from
 - (i) The Town Mayor
 - a. One-minute silence for local resident
 - (ii) The Clerk
- 25 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting on matters relating to the agenda. This is limited to 3 minutes each – questions must be emailed to the Clerk before noon on Monday 6th July 2020.
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
 - Report from Councillor John Ward
 - (iii) Members of the public
- 26 Finance
 - (i) Payments List vouchers 165 to 263 totalling £40,317.07
 - (ii) Bank Reconciliation Statement
- 27 Draft Minutes of Committee Meetings
 - (i) Virtual Plans Committee held 11th June 2020
- 28 Covid-19 Community Recovery – Verbal Report
- 29 Churchyard Close: Open Spaces Project – Report Attached
- 30 Business Support and Newsletter – Verbal Report
- 31 Proposal for new Administrative and Communication Officer – Report Attached
- 32 Reception Desk for Town Hall – Report Attached

Future Agenda Items. (Not for discussion)

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@thorpeandrew-tc.gov.uk

Website: www.thorpeandrew-tc.gov.uk

VAT No. 107 2921 90

Thorpe St Andrew Town Council
Minutes of the Virtual Town Council meeting
held on 1 June 2020 at 7:30pm

11 Present:

Mr J Fisher	(Town Mayor)	
Mr P Berry	Mr F Bowe	Mrs J Fisher
Mr T Garner	Mr M Lake	Miss S Lawn
Mr J Ward	Mr I Mackie	Mr S Snelling
Mr N Shaw	Mr L Reeves	Mr J Emsell
Mrs T Mancini-Boyle		

Apologies: Mr T Fordham (Camera and Microphone issue)

In attendance:

Dr T Foreman

Two members of the public were in attendance.

12 DECLARATIONS OF INTEREST

Member/Officer	Item
None	

13 MINUTES

The minutes of the meeting held on 4th May 2020 were agreed and signed as a true record.

14 ANNOUNCEMENTS

- (i) The Town Mayor updated the Council on local matters. The first topic was the sewage issue at River Green. It was confirmed that the Environment Agent had kept in regular contact and that the agent of the landowner has been proactive and is keen to sort the issue out. Green King have also been working on this issue as it appears there is a sewage pipe connection across the river and onto the Rushcutters site. Secondly, discussions with Pinebanks are continuing and there is a likelihood of new applications coming forward for Pinebanks, North School site, South School site, and alongside the Griffin Lane site.
- (ii) The Town Clerk explained we were dealing with issues around water leaks, Horsewater, and car parking. It was further explained that work was also being undertaken on assets of community value, anti-social behaviour, and parkland usage by large groups. In addition, the tree plantation bookings have increased, and County Hall departments are now seeking use for their work with young people in the community.

15 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 – Dr T Foreman provided an update on the work of the Safer Neighbourhood Team. In particular, that they were focusing efforts on

antisocial behaviour on the parks and open spaces in the town.

- (ii) Members noted the report from Cllr Ward.
The District and County Councillors provided an overview of their work over the previous month. Mrs. T Mancini-Boyle explained that the change in pre-planning advice fees will take place in April 2021. Also, that £627,000 had been given to Broadland District Council by central government and further support for business was coming from this fund. Specifically, £116,000 has been allocated for supporting the reopening of the District post lockdown. It is hoped this will support businesses in Thorpe St Andrew, alongside other areas. Mr I Mackie provided details of the work at County Hall. In particular, that there were greater cost pressures due to covid-19, although a grant for Adult Social Services had been received from central government. Around 60 care homes have had covid-19 incidents, and these are being monitored closely. Three more recycling centres have opened, and these have been popular since reopening. Schools have reopened today, and Mr I Mackie had made contact with schools in the area regarding this. In addition, there was some concern regarding bonfires in the area. Furthermore, it was confirmed that Mr I Mackie had kept regular contact with our twinned town of Saint Andrews in Canada. Mr J Emsell suggested a community litter pick, with appropriate social distancing, which he might be able co-ordinate.
- (iii) Members of the Public – A member of the public asked about someone living on the island opposite the Rushcutters where the canoes are hired. Given this is in breach of planning, he requested this be investigated. A further question was asked about the closure of the River Green toilet block. It was confirmed that this was in line with government advice at the time. In addition, there was an issue of soap and toilet roll theft when these were open, but it was hoped within two weeks that these would reopen as lockdown restrictions ease. Another question was asked on how negotiations were going with the island as it was felt the business opposite River Green was generating an income, and it was felt they should pay towards the upkeep of River Green, opposed to the ratepayer who doesn't use the moorings. A question was asked relating to how the Town Council could work with other organisations, such as the Parish Church, to promote good mental health and wellbeing across all ages of the community. Mr J Fisher explained he had attended a meeting recently which considered mental health and wellbeing in the community. There was perhaps too much to mention during the public session but would request it goes on the agenda for next time as an item. Miss S Lawn explained that she had been in discussions with Town Council staff relating to the Dementia Café and get community events to start again. Dr T Foreman confirmed that the Town Council will always try to work with local groups, and it will very much depend on the types of initiatives being planned, for us to then see how we can target support. The Town Council has been following the advice on this from the Local Government Association who have been working with the Association of Public Health Directors to see how local authorities can help people. Thankfully, a lot of the things we do is in line with

this, such as continuing our engagement with the community, our parks, and open spaces, our deliveries and medication drops, and bookable sessions in safe spaces for children with special education needs and disabilities. The hope is that Nanny's Cakes opening on the Sir George Morse Park will also give her regular customers, which ranges from young parents through to older people and those who live alone, which will again be providing additional support. Community events in due course, perhaps in 2021 will form a significant part of this too.

16 FINANCE

- (i) Cheque list voucher 88 to 164 totalling £24,929.18 approved and signed.
- (ii) Bank Reconciliation Statement was approved and signed.

17 DRAFT MINUTES FROM COMMITTEES

- (i) Plans and Environment Committee – noted

18 PARKS AND ESTATES TEAM UPDATE AND DUTIES

Dr T Foreman provided an overview of the two vacant posts in the Parks and Estates team, while giving insight into the significant number of duties now undertaken by the team throughout the town. There was a great deal of discussion relating to the importance of the work throughout the town, but also other areas of importance for the Council, specifically relating to the 'blue space' in the town. Dr T Foreman explained that the majority of the work recording details of boats at River Green was previously done by a Broads Authority Ranger while they had the River Green lease, and a number of issues being highlighted related to water based byelaw enforcement, which again would fall within the Broads Authority Ranger duties. The Councillors highlighted issues relating to the current funding issues at the Broads Authority and that the number of Rangers were unlikely to be increased. The Town Clerk provided an overview of options for the Parks and Estates team, including closer working with the Broads Authority and the Norfolk Wildlife Trust. It was considered that there may be an opportunity to formalise a partnership arrangement with the Broads Authority whereby there is jointly funded Ranger post for Thorpe St Andrew, with the Town Council working with the Broads Authority to solve issues locally. In addition, the Parks and Estates team may undertake some duties less often and be able to work closely with the Broads Authority.

It was proposed by Miss S Lawn, seconded by Mr J Fisher and it was

RESOLVED

To propose a jointly funded Broads Authority Ranger post for Thorpe St Andrew and delegate oversight of this matter to the Finance and Staff Committee.

19 UPDATE ON BUILDING HIRE

Mr J Fisher explained that it was requested on the agenda to identify the loss of revenue from our buildings, and make Councillors aware that we are, at an early stage, considering this. Dr T Foreman further outlined the view the Finance and Staff Committee had taken in monitoring this and that although it initially seems as though we may be able to cover the losses through vacant staffing posts, this could not continue indefinitely. However, it was felt that at this stage with some of the restrictions being lifted, the ability to have users back in the buildings is looking more hopeful. However, it should be remembered that the cleaning that is required after each hire may be significant and therefore it may be that the Council will need to include a minimum session time to ensure that these costs are covered. Otherwise, the financial position of the Council may be negatively impacted if we are hiring for just 1-hour, and the cleaning cost is double the amount received in income.

20 COVID-19 AWARD NOMINATION

Miss S Lawn gave an introduction into the Community Awards which have been launched by Broadland District Council to those Community Heroes who have made an extraordinary difference during the Covid-19 lockdown. Furthermore, Miss S Lawn explained that she had nominated Mrs F Bass (Deputy Clerk for Committees and Events) for the award for the outstanding work she has done in the community, including but not limited to, co-ordinating volunteers, sending cards to those who may be lonely, maintaining contact with the Luncheon Club and Dementia Café attendees, arranging medication deliveries, and doing shopping for those in need. Mrs T Mancini-Boyle expressed complete support for the nomination and gave an in-depth overview of the award, stating it was one of the most emotional awards and the work that has been undertaken in the community is overwhelming.

All members of the Council expressed support for the nomination, and many expressed a personal commitment to nominate Mrs F Bass themselves.

Future Agenda Items

The meeting closed at 9.45pm

Signed:

Dated:

14th June 2020

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

Broadland's "Shop with Confidence" campaign will see a number of our Councillors (including myself) visiting Aylsham on Monday 15th June, the first day that all shops can reopen, to support the local shops in a market town and give confidence that it is safe to shop.

The Local Discretionary Grant Scheme will see businesses and charities receive a share of £1.22m government money. This is mainly for businesses with fixed property and related costs. So far, 78 businesses in Broadland have applied.

BDC Planning meetings are continuing on the scheduled dates but by Zoom. Members of the public are able to join in to make their views known. The meetings are also being live screened on Youtube.

Norfolk County Council

Two thirds of Primary Schools have welcomed back more children after lockdown. Children are being supported in small bubbles of up to 15 children to reduce contact with other children and staff. Schools are doing more outdoor learning, reminding children to wash their hands regularly and are carrying out additional cleaning.

NCC's Planning Regulatory Committee has approved plans for a new £2.75m recycling centre to be sited on land off the A140/A1270 junction near the airport and it is set to feature the county's largest reuse shop. It is expected to be up and running by 2021.

A free parking permit allows key workers and community volunteers helping people across Norfolk to park free on-street and in council run car parks. Details at www.norfolk.gov.uk

The popular Crucial Crew, free children's safety project which offers tips about fire, water, electrical, on-line and beach safety as well as first aid and other skills has now been launched online by Norfolk Fire and Rescue Service. Details at www.norfolk.gov.uk/crucialcrew

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
165	30/05/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	138.74	27.75	166.49
166	30/05/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	70.20	14.04	84.24
167	30/05/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.74	4.35	26.09
168	30/05/2020		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
169	30/05/2020		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	17.25	0.00	17.25
170	30/05/2020		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
171	30/05/2020		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
172	30/05/2020		Bank 1 Current Accou	online	Telephone - Town Hall	Talk Talk	S	32.95	6.59	39.54
173	01/06/2020		Bank 1 Current Accou	online	Subscription	Iris software group	S	330.00	66.00	396.00
174	01/06/2020		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	230.00	46.00	276.00
175	01/06/2020		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	395.00	79.00	474.00
176	01/06/2020		Bank 1 Current Accou	online	graffiti removal	R Marmoy	E	50.00	0.00	50.00
177	01/06/2020		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	125.00	0.00	125.00
178	01/06/2020		Bank 1 Current Accou	online	locum clerk work	Norfolk Parish Training and S	E	275.00	0.00	275.00
179	01/06/2020		Bank 1 Current Accou	online	Polybags	Polybags Ltd	S	634.41	126.88	761.29
180	01/06/2020		Bank 1 Current Accou	online	facemasks	Ian Smith	S	199.50	39.90	239.40
181	03/06/2020		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	71.50	14.30	85.80
182	03/06/2020		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	212.83	42.57	255.40
183	03/06/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Gmd	CGM Group	S	651.67	130.33	782.00
184	03/06/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	465.50	93.10	558.60
185	08/06/2020		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	14.77	2.96	17.73
186	08/06/2020		Bank 1 Current Accou	online	Mobile telephones - Rec Gmd	O2	S	75.11	15.02	90.13
187	15/06/2020		Bank 1 Current Accou	online	Stationery	Amazon	E	47.43	0.00	47.43
188	15/06/2020		Foreman salary							
189	15/06/2020		Fenn salary							
190	15/06/2020		Bass - salary							
191	15/06/2020		Sayer salary							
192	15/06/2020		Calver salary							
193	15/06/2020		Parr - salary							
194	15/06/2020		Jones salary							
195	15/06/2020		Sayer salary							
196	15/06/2020		Sayer - NIC employer							
197	15/06/2020		Foreman salary							
198	15/06/2020		Foreman employers nic							
199	15/06/2020		Bass - salary							
200	15/06/2020		Bass - NIC employer							

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Thorp St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
201 Calver salary	15/06/2020									
202 Calver -employers nic	15/06/2020									
203 Student loan	15/06/2020									
204 Parr - salary	15/06/2020									
205 Jones salary	15/06/2020									
206 Jones nic employer	15/06/2020									
207 Fenn salary	15/06/2020									
208 Fenn - pension employer	15/06/2020									
209 Sayer salary	15/06/2020									
210 Sayer - pension employer	15/06/2020									
211 Bass - salary	15/06/2020									
212 Bass - pension employer	15/06/2020									
213 Foreman salary	15/06/2020									
214 Foreman - pension employer	15/06/2020									
215 Calver salary	15/06/2020									
216 Calver pension employer	15/06/2020									
217 Parr - salary	15/06/2020									
218 Parr employers pension	15/06/2020									
219 Jones salary	15/06/2020									
220 Jones pension employer	15/06/2020									
221 Water rates	15/06/2020		Bank 1 Current Accou	online	Water charges - Morse	Anglian Water	E	40.26	0.00	40.26
222 Electricity	15/06/2020		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	8.75	0.44	9.19
223 River Green maintenance	15/06/2020		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	240.77	48.15	288.92
224 Receipts and payments	15/06/2020		Bank 1 Current Accou	online	Plants	Taverham Nursery Centre	S	262.39	52.49	314.88
225 Electricity Toilets River Greer	15/06/2020		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	50.95	2.55	53.50
226 Cleaning Tennis Courts	15/06/2020		Bank 1 Current Accou	online	Cleaning tennis courts	Town and Country Cleaning	E	590.00	0.00	590.00
227 Morse - gas	15/06/2020		Bank 1 Current Accou	online	Gas charges - Morse	Total Gas & Power	L	123.39	6.17	129.56
228 Water rates	15/06/2020		Bank 1 Current Accou	online	Water charges - Recreation Gr	Anglian Water	E	41.43	0.00	41.43
229 Fuel	15/06/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	171.81	34.36	206.17
230 Verge cutting	15/06/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	33.32	6.66	39.98
231 Vehicle lease	15/06/2020		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
232 Town/neighbourhood plan	15/06/2020		Bank 1 Current Accou	online	Survey	Survey Monkey	E	29.17	0.00	29.17
233 Subscriptions	15/06/2020		Bank 1 Current Accou	online	Subscription	Norton	E	70.83	0.00	70.83
234 Subscriptions	15/06/2020		Bank 1 Current Accou	online	Subscription	Amazon	E	4.74	0.00	4.74
235 Maintenance contract	17/06/2020		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
236 Repairs	17/06/2020		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	395.00	79.00	474.00
237 River Green maintenance	17/06/2020		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	20.78	4.16	24.94
238 Cleaning and cleaning mater	17/06/2020		Bank 1 Current Accou	online	Cleaning Materials	Spectrum Hygiene	S	526.13	97.24	623.37
239 Energy charge	17/06/2020		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	1,758.01	351.62	2,109.63

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
240 Energy charge	17/06/2020		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	1,712.33	342.46	2,054.79
241 Electricity	22/06/2020		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	443.75	88.75	532.50
242 Electricity	22/06/2020		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	45.95	2.30	48.25
243 Electricity	22/06/2020		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	32.12	1.61	33.73
244 Electricity	22/06/2020		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	57.13	2.86	59.99
245 Insurance	22/06/2020		Bank 1 Current Accou	online	Insurance renewal	Zurich Municipal	L	7,896.08	337.54	8,233.62
246 Health and Safety	24/06/2020		Bank 1 Current Accou	online	Signage	G Sign	S	146.00	29.20	175.20
247 Dussindale maintenance	24/06/2020		Bank 1 Current Accou	online	locum clerk work	Norfolk Parish Training and S	E	112.50	0.00	112.50
248 Projects	24/06/2020		Bank 1 Current Accou	online	De fib pads	St Johns Ambulance	S	320.00	64.00	384.00
249 Cleaning and cleaning mater	24/06/2020		Bank 1 Current Accou	online	Cleaning Materials	Spectrum Hygiene	S	43.44	8.69	52.13
250 Cleaning and cleaning mater	24/06/2020		Bank 1 Current Accou	online	Clean solar panels	Town and Country Cleaning	E	90.00	0.00	90.00
251 Cleaning	24/06/2020		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	40.00	0.00	40.00
252 River Green maintenance	24/06/2020		Bank 1 Current Accou	online	electrical work RG toilets	C R Wilson	E	380.00	0.00	380.00
253 Wheeled/litter/dog bins	29/06/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	115.34	23.07	138.41
254 Wheeled/litter/dog bins	29/06/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	117.00	23.40	140.40
255 Wheeled/litter/dog bins	29/06/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.74	4.35	26.09
256 Bank charges	29/06/2020		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	7.15	0.00	7.15
257 Bottle bank	29/06/2020		Bank 1 Current Accou	online	Bottle bank	URM UK	S	9.00	1.80	10.80
258 Telephone	29/06/2020		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
259 Telephone	29/06/2020		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
260 Telephone	29/06/2020		Bank 1 Current Accou	online	Telephone - Town Hall	Talk Talk	S	32.95	6.59	39.54
261 Electricity	29/06/2020		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	9.99	0.50	10.49
262 River Green Lights	29/06/2020		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	E	1,783.14	0.00	1,783.14
263 Telephone	30/06/2020		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
Total								37,796.33	2,520.74	40,317.07

PAYMENT LIST

Salaries				June	9176.36
Norfolk Pension Fund	vouchers 188-194			Employer/employee payments	3225.85
HMRC	vouchers 207-220			Tax and NIC	2592.22
	vouchers 195-206				

THORPE ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 30/6/20 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	26333.27
Deposit account bank 1	344694.90
Sub total - bank 1	<u>371028.17</u>
Capital Account bank 2	55297.31
	<u>426325.48</u>

Unpresented cheques	Cheque number	Payee	Date	£
stall refund	8454	J Tobias	17/03/2020	-15.00
stall refund	8459	L Firman	17/03/2020	-15.00

Total of unpresented cheques -30.00

426295.48

Balance at 31/3/20	241669.23
Plus receipts	<u>295640.10</u>
	537309.33
Less expenditure	<u>-111013.85</u>
	<u>426295.48</u>

Completed by: *Jenn*

Date *1/7/20*

Certified by: *T. Firman*

Date *1/7/2020*

Thorpe St Andrew Town Council
Minutes of the Virtual Planning and Environment Committee
meeting held on
8th June 2020 at 7.30pm

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

Mr F Bowe

In attendance:
 Mrs F Bass (Deputy Clerk) Miss S Lawn

Six members of the public were present

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Item
NONE	

3 MINUTES

The minutes of the meeting held on 11th May 2020 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

Two members of the public spoke in opposition to Yare Boat Club, 36 Yarmouth Rd.

Both members of the public commented on the style and finish of the new sheds, saying that it was too commercial and industrial in appearance, and was not in keeping with the surroundings. However, the main concern was the parking available in the area, with the main Yarmouth Road already being very busy. Also, there was some question as to where were bikes to be left, as no racks available. One member of the public said that since shrubs and trees removed near to the Yare Boat Club site, it had a detrimental effect on the wildlife as well as the outlook. He also felt the design set a precedence for others to breach at later date. A further concern related to the pontoon that had been "piled" into the river bed. and that no consultation had taken place with residents before the old ones replaced. A question was also asked about sewage and surface water.

Two members of the public spoke in favour of Yare Boat Club, 36 Yarmouth Rd.

The Club Captain explained that he had no desire for the public/residents to be unhappy about the plans, and in normal circumstances would have invited residents to have a look round the site. He also said that they were very much

open to ideas to how, and what sort of cladding could be used to make the appearance of the new sheds less industrial. He explained that this type of structure was a quicker and less expensive alternative to a brick building.

Furthermore, he explained that he was on good terms with the River Garden manager who let the club have access through their gardens and parking but accepted this may change with the sale of the building. He too was concerned about the parking and had contacted Broadland District Council to see if use of their car park was an option. Also, consideration to parking at The Buck, as they are provided pay and display parking. It was confirmed that the intention was to maintain and support the club rather than grow it (therefore increasing numbers) so there wasn't an expected growth in the number of vehicles being used.

The Club Captain apologised for any lack of consultation over replacement of the pontoon but explained the old one was unstable and was higher in the water. He had followed recommendations for safety reasons and replaced it.

A Director of the Yare Boat Club explained that he had been involved with the design and construction plans for the new shed and agreed it had an agricultural look. He reiterated that they were open to ideas regarding the cladding to make the shed more fitting to its surroundings. He also explained that previously timber had been used, and that they were reluctant to do this again. With regards to the pontoons, they were gifted to the club, the new ones allowing better movement with the tide.

Referring to the sewage, it was explained that the Club has a septic tank, and they were looking at a channel under the boat house to remove excess surface water.

The resident from 25 St Andrews Ave made no comment re her application

The resident of 76 Gordon Ave gave an overview of the layout and answered any questions as required.

5 PLANNING APPLICATIONS

- (i) REF: 20200923 - 25 St Andrews Avenue - Two storey and single storey side extension- NO OBJECTION
- (ii) REF: 20200965 – 76 Gordon Avenue – Erection of detached garage- NO OBJECTION
- (iii) REF: 20201044 - 3 Weston Wood Close - Single storey extension to side- NO OBJECTION
- (iv) REF: 20201046 - 28 Aerodrome Rd -Erection of proposed single storey rear extension- NO OBJECTION

- (v) REF: 20201077 - 17 Fiennes Rd - Removal of condition 1 following permission 20191858 – Date for completion of works- NO OBJECTION
- (vi) REF: 20201011 - 12 Hillside Close - Demolition of existing conservatory and erection of single storey extension- NO OBJECTION

REF: BA/2020/0126/FUL - Yare Boat Club 36 Yarmouth Road - 2 No. new boat houses for storage of rowing boats, alterations of existing shed for new facilities & replacement pontoon- NO OBJECTIONS IN PRINCIPLE.

We support the proposal in principle, we have no objections to the pontoons, however, further to concerns by local residents we advise that if the development is considered for approval that a condition should be included to address the issue of car parking by members and the cladding should be less industrial.

Chairman John Fisher stated he could see both sides of application. He did agree that the parking is the biggest concern and therefore put it to the vote. The Planning committee voted **unanimously in favour** of the application **in principle**. Cllr Berry comments that it was important to TSA to maintain the club facility. Cllr Snelling agreed that parking was an issue that needed addressing but agreed the club as asset to town. Cllr Jane Fisher agreed that there was a balance to be found with parking away from residents where possible. Cllr Bowe felt that we needed to support the club as one already gone and recommended that parking conditions be included in "club rules" in future.

6 ASSET OF COMMUNITY VALUE NOMINATION – THE BUCK PUBLIC HOUSE- it was **AGREED** that the Town Council apply to register the BUCK PUBLIC HOUSE as a community asset. The application to be delegated to the Town Clerk outlining the historic and current importance of the public house and its surroundings to the town.

7 ENFORCEMENT NOTICES

Noted

The meeting closed at 20.50

Signed:

Dated:

CHURCHYARD CLOSE OPEN SPACES PROJECT

26.06.2020

OVERVIEW

1. Project Background and Description

i The proposed site is located at the Northern top of the Hillside allotments sharing its boundaries with Elizabeth Avenue to the North and Hilly Plantation to the East.

Archaeological digs conducted in 1951-53 and again in 1999 concluded that the site dates to the late Saxon period (evidence of domestic rubbish pits). A church and burial ground occupied the North East corner of the site as it is now. Records date church being present from 1050 – 1555 when it was then demolished. Between the 17thC – 19thC the site was known as the 'Old Thorpe Churchyard'. There is some question to the name of the former church; with maps naming the area as the former site of St Catherine's. Later evidence supports that the site was of the former church of St Andrews.

The area was presumably cultivated as allotment plots until human remains were being uncovered in the 1950's. An archaeological dig was undertaken in 1951-53 and again in 1999. Latterly to define the extent of the archaeological remains of the church and associated burial ground. The council decided to establish the area as a 'nature reserve' in 1996 with management proposals sought from the Norwich Fringe Project in 1997 and a further management rationale report conducted in 1999.

In 2011 the area had clearance works and establishment of an orchard of historic Norfolk varieties of apples in partnership with the Broadland District Council 'Putting the Bee back in Broadland' community wildlife scheme.

The site is currently home to an estimated 18 beehives and is generally used as a vehicle turning circle and car park for allotment garden tenants.

2. Project Scope

i The progression of the site and an appreciation of its flora and fauna will be to make the space open for quiet public recreational and educational use.

- Areas of heavily overgrown wooded copse will require thinning to promote understory flora and fauna
- The existing 'pond' needs to be remodeled to establish a stable marine habitat
- Further establishment of wildflower/grass meadows
- Creation of an alternative vehicle turning area
- Establishment of 'nature' area boundary with the installation of vehicular restriction gates/pedestrian access points etc.

3. Deliverables

i *There is a need for quiet secure places that not only permit wildlife to flourish but also to give spaces for reflection.*

This project will provide:

- *Manageable wild habitat*
- *Additional secure 'open space'*
- *Partnership with educational agencies (schools and SEND units)*

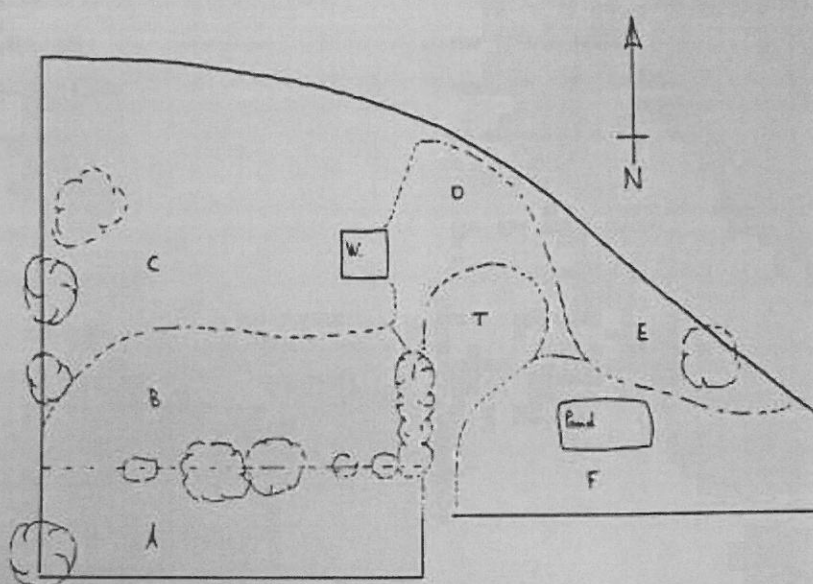
4. Affected Parties

i *To mitigate to loss of vehicular turning facilities for allotment tenants it is proposed to convert part of a vacant garden plot to a hard-standing turning area.*

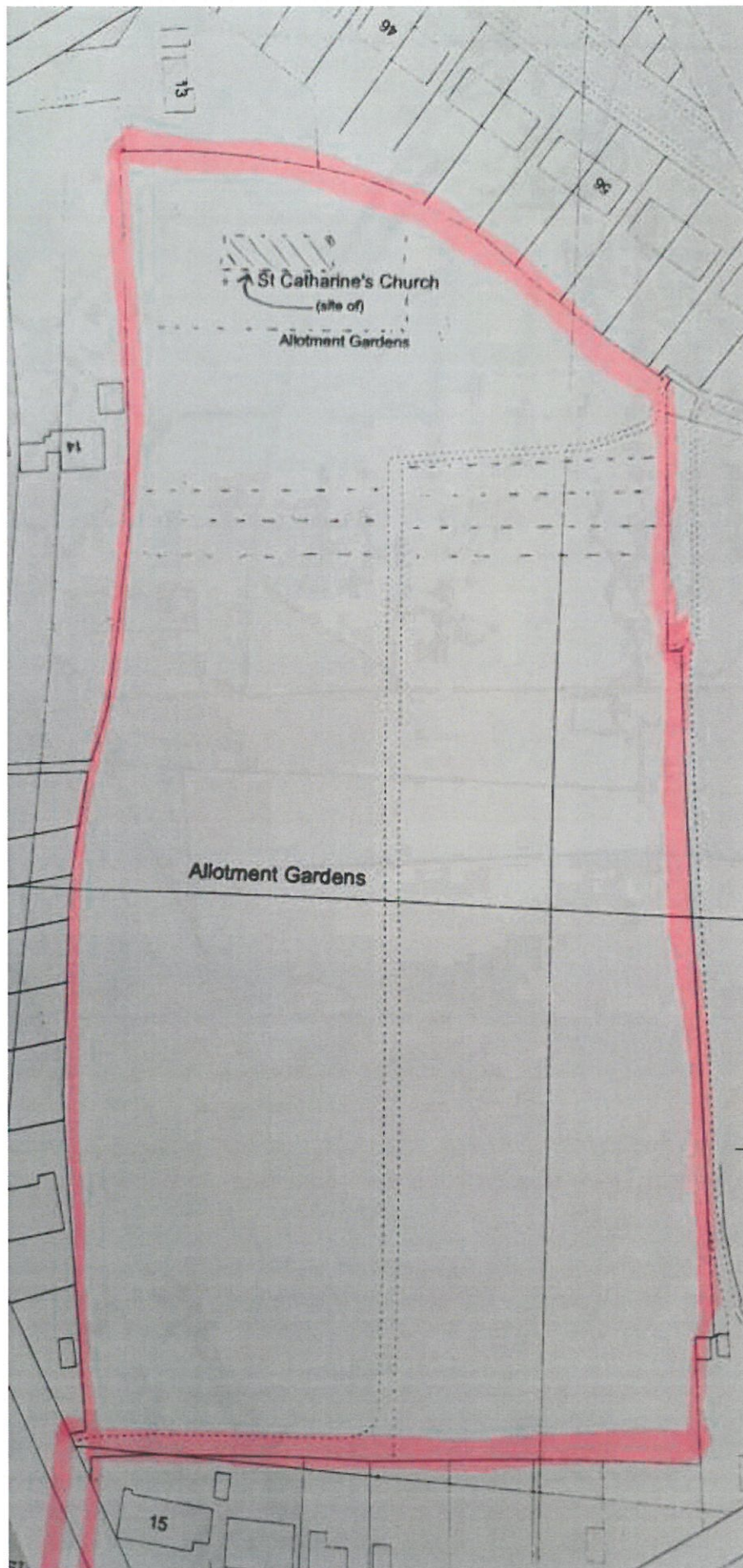
5. Implementation Plan

i *The area will be zoned to permit priority improvement works.*

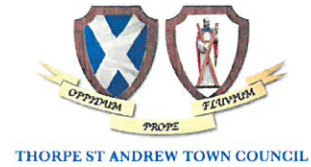
1. *Establish boundaries and newly established vehicle turning area and install boundary fences/gates*
2. *Thin existing 'orchard' boundary line to promote light*
3. *Crown thin large Oak North of the 'orchard' to promote light*
4. *Thin existing wooded copse areas*
5. *Establish new wildflower meadow/grassland areas*



Plan showing management compartments



Thorpe St Andrew Town Council



Town Council : 6th July 2020

Proposal for new Administrative and Communication Officer

Agenda Item: 31

Reason for this Report

This report had been prepared to seek permission to advertise for the post of Administrative and Communication Officer.

Background

The Town Council currently has two vacant posts:

- Deputy Clerk for Communities and Events; and
- Administration Officer.

Result

In line with the objectives and future needs of the Council, it is proposed to create a new Administrative and Communication Officer. The job description and person specification are contained in Appendix A.

Advice

The Town Council is requested to approve this post for advertisement and delegate the interview and appointment of this post to the Finance and Staff Committee.

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.

JOB DESCRIPTION

Job Title: Administrative and Communications Officer

Reports to: Town Clerk

Salary: SCP 22 – SCP 26

Starting point £21,487 p/a (pro-rata) + Local Government Pension Scheme

Hours: 20 hours per week per person (2 job share posts available)

Post 1: Monday to Wednesday AM. Post 2: Wednesday PM to Friday

Evening and weekend working required

Main purpose of the post: To actively contribute to a highly effective local council, which has a reputation for innovative thinking and leading the way in how it delivers services to the community. Operating efficiently, the postholders will manage a comprehensive work programme with a focus on continually enhancing the service provided to our residents.

Responsibilities

1. Support the democratic functions of the Council, including minuting meetings
2. Provide an outstanding administrative service, particularly in the areas of mooring management, allotments, and planning.
3. Raise the profile of the Council through handling enquires in a timely and professional manner
4. Promote and co-ordinate bookings for the excellent facilities available within the town
5. Develop and maintain the Council's Social Media presence, proposing new and exciting ways to engage with the community
6. Identify, prepare, and develop community initiatives to meet the objectives of the Council
7. Further the links with local newspapers, radio stations, and magazines
8. Assist with the organisation of Council led events, and attend each of these events as a central point of contact and activity
9. To compile and assist in the production of newsletters, leaflets, and posters
10. To assist with the smooth operation of the office, anticipating needs, liaising between teams, and managing diary commitments.
11. Progress the Council's new website and mobile app to ensure it remains a relevant and highly regarded local resource
12. Assist the Responsible Financial Officer as directed
13. Commit to continued professional development
14. Undertake any additional tasks or duties requested by the Town Clerk or Council

Person Specification

	Essential	Desirable
Education	Relevant Qualification or relevant experience	Certificate in Local Council Administration Further qualification in business administration, customer service or administrative management – NVQ 3 or equivalent
Key Knowledge	Experience of working within local government Understanding of local government context locally and regionally	Understanding of public sector partnership working
Relevant Experience	<p>Has considerable experience in engaging with members of the public</p> <p>Has significant administrative experience and organisational skills</p> <p>Has significant experience in at least ONE of the following:</p> <ul style="list-style-type: none"> • Event management • Communications • Development planning <p>Ability to adapt to different working styles and approaches</p> <p>Ability to work on own initiative, work under pressure and to tight deadlines</p> <p>Ability to provide flexible solutions and approaches to issues</p> <p>Has excellent IT skills</p>	<p>Ability to write in shorthand</p> <p>Finance experience</p> <p>Graphic design experience</p> <p>Experience with website editing</p>

Key behaviours	<p>Takes Ownership – seizes opportunities and engages with the Council's objectives</p> <p>Works Collaboratively – develops relationships and works to earn the respect of the community</p> <p>Communicates Effectively – open to conversation and uses simple, clear, and open language</p>	
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Town Council : 6th July 2020

Reception Desk for Town Hall

Agenda Item: 32

Reason for this Report

This report has been prepared to request permission to purchase a reception desk for the Town Hall.

Background

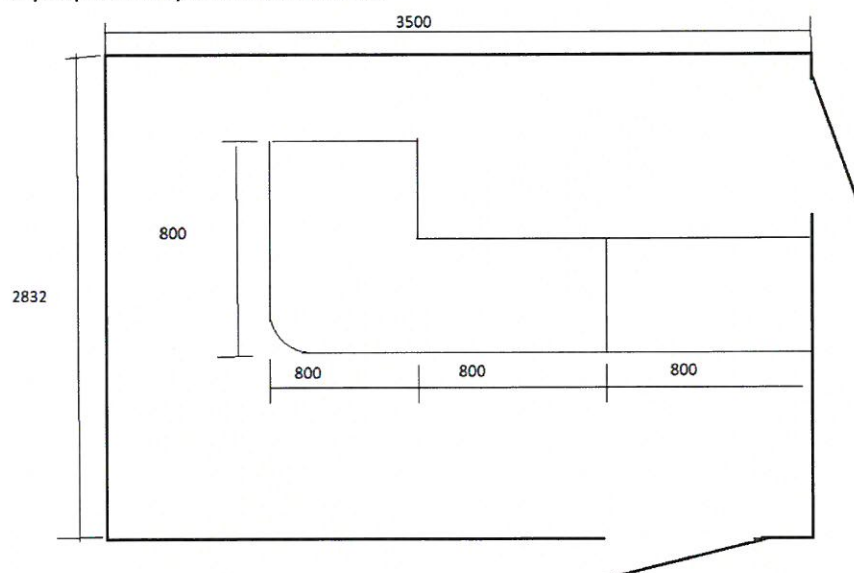
Currently, there is a 'stable door' system for members of public to speak to Town Council officers at the Town Hall. Often, people walk-in through this door entering the main office. Also, by opening the half-door, members of staff come into close proximity to the person waiting.

In addition, the main office space has 4 desks, along with other pieces of furniture and equipment. This makes the office space smaller and more difficult to navigate. A reception desk will reduce the number of desks in the main office by at least one.

Result

It is proposed to install a formal reception desk in the reception area, where a member of staff can work and greet the public visiting the office. This will be installed with the addition of perspex screening to enable a safe post-covid 19 workplace.

A proposed layout is as follows:



Advice

It is requested that the Town Council approve the purchase of the reception desk at a cost not to exceed £1,000 (inc VAT). In addition to this cost, perspex screening will be sourced.

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