

## 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@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-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 5<sup>th</sup> October 2020.  
30.09.20

#### 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 5<sup>th</sup> October 2020 at 7.30pm for the purpose of transacting the following business.

*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 7<sup>th</sup> September 2020**
- 24 Announcements (For information only)**  
To receive announcements from
  - (i) The Town Mayor
  - (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 5<sup>th</sup> October 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 421 to 517 totalling £36,912.18
  - (ii) Bank Reconciliation Statements - attached
- 27 Draft Minutes of Committee Meetings**
  - (i) Virtual Plans Committee held 14<sup>th</sup> September 2020
  - (ii) Virtual Finance and Staff Committee held 21<sup>st</sup> September 2020
- 28 Application for a Premises Licence under Licensing Act 2003 for 15 Joyce Way**

**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@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)

Website: [www.thorpestandrew-tc.gov.uk](http://www.thorpestandrew-tc.gov.uk)

VAT No. 107 2921 90



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

**33 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, Mr J Boast, Mr I Mackie, Mrs T Mancini-Boyle

**In attendance:**

Dr T Foreman (Town Clerk)

One member of the public was in attendance.

**34 DECLARATIONS OF INTEREST**

Member/Officer	Item
None	

**35 MINUTES**

The minutes of the meeting held on 6<sup>th</sup> July 2020 were agreed and signed as a true record.

**36 ANNOUNCEMENTS**

- (i) The Town Mayor updated the Council on local matters. This included the 'Pop-up Highstreet' event which was well received, with a number of those attending contacting Mr J Fisher directly with positive feedback. Merchant Navy day was also marked at River Green. Mr J Fisher held a 2-minute silence for both former Councillors Graham Burdett and Ean Newberry who have sadly passed away. A tribute to both former Councillors was given at the meeting.

- (ii) The Town Clerk.

Dr T Foreman provided an overview of activities since the last meeting. This included partnership meetings regarding the Broads, as well as meetings with the District Council and the County regarding various matters.

**37 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 – PC Mason provided an overview of local Policing matters, including anti-social behaviour, traffic, as well as matters related to work with British Transport Police. Miss S Lawn raised the matter of young people behaving irresponsibly in the Vane Close/Mary Chapman area, as well





at River Green near Bishy Barney Boats. Mr J Emsell highlighted an issue in the vicinity of the Dussindale Centre with young people. PC Mason noted the above and extended his appreciation to the Council for support on these issues.

- (ii) District and County Councillor Update  
Members noted the report from Cllr Ward. Dr T Foreman provided an update from Mr I Mackie. Miss S Lawn gave a District Council update and highlighted the work of a local girls football team who she will be sponsoring for the forthcoming season.
- (iii) Members of the Public – None

### 38 FINANCE

- (i) Cheque list voucher 264 to 420 was approved and signed.
- (ii) Bank Reconciliation Statement was approved and signed.
- (iii) Discretionary Grant – It was confirmed this grant has been applied for from Broadland District Council.

### 39 DRAFT MINUTES FROM COMMITTEES

- (i) Virtual Plans and Environment Committee held 13<sup>th</sup> July and 10<sup>th</sup> August 2020  
– noted
- (ii) Virtual Finance and Staff Committee held 20<sup>th</sup> July and 24<sup>th</sup> August 2020  
– noted

### 40 STREETLIGHTING CONSULTATION

Dr T Foreman provided details of the streetlighting consultation which was promoted within the latest newsletter. It was further explained that the new staff will start a social media campaign to try and achieve greater feedback from local residents. The Town Council **NOTED** this report.

### 41 TOWN COUNCIL COMMUNITY EVENTS 2020

The Town council considered the report of the Town Clerk which highlighted the government restrictions on attractions and gathering due to the ongoing Covid-19 regulations. The Town Council expressed its disappointment, but felt it was important to act responsibly for the wellbeing of the Committee. Therefore, it was **RESOLVED** that all planned events for 2020 will be cancelled. There was some discussion regarding a potential socially distanced event and it was **AGREED** for the Events and Media Committee to consider this at its next meeting.



**42 TO CONSIDER A MOTION TO EXCLUDE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE DISCLOSURE OF PERSONAL DETAILS**

It was proposed by Miss S Lawn and seconded by Mr J Fisher and unanimously agreed to close the meeting to press and public due to the disclosure of personal details.

**43 STAFF RECOGNITION**

The Town Council considered a proposal from the Finance and Staff Committee to recognise the work of those staff members, with the exception of the Town Clerk, through an additional payment being made. It was **RESOLVED**, with one abstention, that a payment be made to all staff who had worked for the Town Council during the Covid-19 pandemic, with the exception of the Clerk, which would total approx. £100 clear.

**Future Agenda Items**

*The meeting closed at 9pm*

*Signed: .....*

*Dated: .....*



27<sup>th</sup> September 2020

## **Report from Councillor John Ward**

### **CORONAVIRUS TRUSTED SOURCES FOR INFORMATION**

[www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus)

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

#### **Broadland District Council**

BDC's Housing & Homelessness Service has seen an unprecedented rise in contacts for advice and support by households who are homeless or threatened with homelessness during this pandemic period. The service is currently receiving 2000+ calls, for advice, per week, compared to a standard number of 750.

BDC's Community at Heart Lottery launches on 5<sup>th</sup> November. Each ticket will cost £1 with 60% going to local good causes and the rest being for prize money and admin. There will be a top prize of £25k and smaller prizes of £25 and of 3 free tickets.

BDC's recycling rates are the best in Norfolk at 49.6%, being some 7.1% above our nearest rival. We are working towards a target of 60%.

BDC's Broadland Growth Property Development Company has just completed 22 new homes in Plumstead.

#### **Norfolk County Council**

Notice has been given that the speed limit on Salhouse Road from Woodside Road to Harrison's Drive will be reduced to 30mph and from Harrison's Drive eastwards, for 200 mtrs to 40mph.

Mobi-Mix is a £3m project to encourage more shared transport and to make available cars, bikes, e-bikes and e-scooters for hire (the e-scooters have just started appearing on the streets of Norwich). It is funded by the European Regional Development Fund and 400,000 euros are allocated to Norfolk.

NCC's Development Consent Order application to the Government to build and operate Gt. Yarmouth's third river crossing has been granted. £98m of national funding has been allocated towards the £120m total cost. Work will start early next year with scheduled completion early 2022.



## Thorpe St Andrew Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
421 Health and Safety	26/08/2020		Bank 1 Current Accou	online	Health and safety equip	Amazon	S	41.66	8.33	49.99
422 Morse Pavilion	26/08/2020		Bank 1 Current Accou	online	De fib service equip	Imperative Training Ltd	S	331.00	66.20	397.20
423 Events one off purchase	26/08/2020		Bank 1 Current Accou	online	Security for event	Discreet Security Ltd	S	128.00	25.60	153.60
424 Wheeled/litter/dog bins	31/08/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	32.61	6.52	39.13
425 Wheeled/litter/dog bins	31/08/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	117.00	23.40	140.40
426 Wheeled/litter/dog bins	31/08/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	138.74	27.75	166.49
427 Bank charges	31/08/2020		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	6.50	0.00	6.50
428 Telephone	31/08/2020		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
429 Telephone	31/08/2020		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	48.10	9.62	57.72
430 Telephone	31/08/2020		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	32.95	6.59	39.54
431 Telephone	08/09/2020		Bank 1 Current Accou	on	Mobile telephones - office	O2	S	14.77	2.95	17.72
432 Telephone	08/09/2020		Bank 1 Current Accou	on	Mobile telephones - Rec Grnd	O2	S	75.11	15.03	90.14
433 Stationery	10/09/2020		Bank 1 Current Accou	online	Stationery	Cost Dropper	E	45.05	0.00	45.05
434 Morse Pavilion	10/09/2020		Bank 1 Current Accou	online	Building maintenance	AJT Home Improvements	S	6,735.00	1,347.00	8,082.00
435 Water	10/09/2020		Bank 1 Current Accou	online	Water charges - Morse	Anglian Water	E	149.82	0.00	149.82
436 Water	10/09/2020		Bank 1 Current Accou	online	Water charges - Recreation Gr	Anglian Water	E	41.26	0.00	41.26
437 Equipment hire	10/09/2020		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	230.00	46.00	276.00
438 Events one off purchase	10/09/2020		Bank 1 Current Accou	online	Goods	Builders Equipment	S	209.76	41.95	251.71
439 Photocopy charges	10/09/2020		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	113.85	22.77	136.62
440 Soccer marking	10/09/2020		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	212.83	42.57	255.40
441 Field maintenance contract	10/09/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	651.67	130.33	782.00
442 Field maintenance contract	10/09/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	465.50	93.10	558.60
443 Maintenance contract	10/09/2020		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
444 Repairs	10/09/2020		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	80.00	16.00	96.00
445 Newsletter	10/09/2020		Bank 1 Current Accou	online	Delivery of newsletter	Forethought Marketing	S	303.75	60.75	364.50
446 Health and Safety	10/09/2020		Bank 1 Current Accou	online	Health and safety equip	Lamberts	S	19.20	3.84	23.04
447 Health and Safety	10/09/2020		Bank 1 Current Accou	online	Health and safety equip	Mainman Supplies	S	172.05	34.41	206.46
448 Receipts and payments	10/09/2020		Bank 1 Current Accou	online	Plants	Taverham Nursery Centre	S	193.30	38.66	231.96
449 Morse Pavilion	10/09/2020		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	357.17	71.43	428.60
450 Morse - gas	10/09/2020		Bank 1 Current Accou	online	Gas charges - Morse	Total Gas & Power	L	34.06	1.70	35.76
451 Cleaning and cleaning mater	10/09/2020		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	620.00	0.00	620.00
452 Cleaning	10/09/2020		Bank 1 Current Accou	online	Cleaning - Town Hall	Town and Country Cleaning	E	170.00	0.00	170.00
453 Cleaning Toilets	10/09/2020		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	640.00	0.00	640.00
454 Foreman salary										
455 Fenn salary										
456 Bass - salary										





# Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
457	11/09/2020				Sayer salary					
458	11/09/2020				Calver salary					
459	11/09/2020				Jones salary					
460	11/09/2020				McCarthy Salary					
461	11/09/2020				Wedge-Clarke Salary					
462	11/09/2020				Flack salary					
463	11/09/2020				Fenn salary					
464	11/09/2020				Fenn - pension employer					
465	11/09/2020				Sayer salary					
466	11/09/2020				Sayer - pension employer					
467	11/09/2020				Bass - salary					
468	11/09/2020				Bass - pension employer					
469	11/09/2020				Foreman salary					
470	11/09/2020				Foreman - pension employer					
471	11/09/2020				Calver salary					
472	11/09/2020				Calver pension employer					
473	11/09/2020				Jones salary					
474	11/09/2020				Jones pension employer					
475	11/09/2020				Wedge-Clarke Salary					
476	11/09/2020				Wedge-Clarke pension empl					
477	11/09/2020				McCarthy Salary					
478	11/09/2020				McCarthy pension employer					
479	11/09/2020				Flack salary					
480	11/09/2020				Flack pension employer					
481	11/09/2020				Foreman salary					
482	11/09/2020				Foreman employers nic					
483	11/09/2020				Sayer salary					
484	11/09/2020				Sayer - NIC employer					
485	11/09/2020				Bass - salary					
486	11/09/2020				Bass - NIC employer					
487	11/09/2020				Calver salary					
488	11/09/2020				Calver -employers nic					
489	11/09/2020				Student loan					
490	11/09/2020				Jones salary					
491	11/09/2020				Jones nic employer					
492	11/09/2020				McCarthy Salary					
493	11/09/2020				McCarthy employers nic					
494	11/09/2020				Wedge-Clarke Salary					
495	11/09/2020				Wedge-Clarke employers nic					



Thorpe St Andrew Town Council  
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
496 Flack salary										
497 Flack employer nic										
498 Gas	15/09/2020		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	L	42.61	2.13	44.74
499 Computer/Photocopier	15/09/2020		Bank 1 Current Accou	online	Goods	Adobe	S	12.64	2.53	15.17
500 Subscriptions	15/09/2020		Bank 1 Current Accou	online	Subscription	Amazon	E	7.99	0.00	7.99
501 Vehicle lease	15/09/2020		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
502 Fuel	15/09/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	60.00	12.00	72.00
503 Town Hall loan	15/09/2020		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	X	1,974.74	0.00	1,974.74
504 Electricity Toilets River Greer	15/09/2020		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	23.16	1.16	24.32
505 Telephone	22/09/2020		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
506 Electricity	22/09/2020		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	143.81	7.19	151.00
507 Electricity	22/09/2020		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	35.23	1.76	36.99
508 Electricity	22/09/2020		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	48.81	2.44	51.25
509 Electricity	22/09/2020		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	185.20	37.04	222.24
510 Wheeled/litter/dog bins	29/09/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.74	4.35	26.09
511 Wheeled/litter/dog bins	29/09/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	93.60	18.72	112.32
512 Wheeled/litter/dog bins	29/09/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	115.34	23.07	138.41
513 Bank interest	29/09/2020		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	7.80	0.00	7.80
514 Bottle bank	29/09/2020		Bank 1 Current Accou	online	Bottle bank	URM UK	S	12.00	2.40	14.40
515 Telephone	30/09/2020		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	49.55	9.91	59.46
516 Telephone	30/09/2020		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	49.55	9.91	59.46
517 Telephone	30/09/2020		Bank 1 Current Accou	online	Telephone - Town Hall	Talk Talk	S	33.29	6.66	39.95
Total								34,465.99	2,446.19	36,912.18

PAYMENT LIST

Salaries	vouchers 454-462	September	11236.25
Norfolk Pension Fund	vouchers 463-480	Employer/employee payments	3966.87
HMRC	vouchers 481-497	Tax and NIC	3122.99



**BANK RECONCILIATION STATEMENT AS AT 31/8/20 FOR CURRENT AND DEPOSIT ACCOUNTS**

<b>Balance at bank</b>	£
Current account bank 1	29034.99
Deposit account bank 1	264426.08
<b>Sub total - bank 1</b>	<u>293461.07</u>
Capital Account bank 2	55301.52
	<u>348762.59</u>

Unpresented cheques	Cheque number	Payee	Date	£
Total of unpresented cheques				0.00
				348762.59
Balance at 31/3/20				241669.23
Plus receipts				304210.87
				545880.10
Less expenditure				-197117.51
				348762.59

Completed by: Jenn.

Date 8/9/20

Certified by: TV FOREMAN

Date 2/9/2020.





# THORPE ST ANDREW TOWN COUNCIL

## BANK RECONCILIATION STATEMENT AS AT 30/9/20 FOR CURRENT AND DEPOSIT ACCOUNTS

<b>Balance at bank</b>	£
Current account bank 1	25034.74
Deposit account bank 1	509390.19
<b>Sub total - bank 1</b>	<u>534424.93</u>
Capital Account bank 2	55301.97
	<u>589726.90</u>

Unpresented cheques	Cheque number	Payee	Date	£
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Total of unpresented cheques	<u>0.00</u>
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<u>589726.90</u>
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Balance at 31/3/20	241669.23
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Plus receipts	580979.25
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<u>822648.48</u>
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Less expenditure	-232921.58
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<u>589726.90</u>
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Completed by:

Date

Certified by:

Date

*JRM*

*30/9/20*

*T. Rose*

*30/9/20*



**Thorpe St Andrew Town Council**  
**Minutes of the Virtual Planning and Environment Committee**  
**meeting held on**  
**14<sup>th</sup> September 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:**  
Dr T Foreman Miss S Lawn

6 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 10<sup>th</sup> August 2020 were agreed and signed as a true record.

**4 PLANNING ITEMS RAISED BY RESIDENTS**

The Committee heard representations from four members of the public related to planning applications on the agenda. A further member of the public attended regarding the plans for the Hillside Allotment project and was given the opportunity to highlight some concerns relating to the plans. Mr J Fisher undertook to follow up with the resident in the coming weeks.

**5 PLANNING APPLICATIONS**

**20201547 6 Blakestone Drive**

Replace existing conservatory with new single storey habitable room. Add new window to the east elevation

No objection, but would like to see a pitched roof instead of a flat roof with lantern.

**20201553 16 Thor Road**

Flat roof single storey extension to the rear



No objection, but would raise the issue of the bathroom having no exterior wall, resulting in possible ventilation issues. Where possible the Town Council supports the use of a pitched roof, opposed to a flat roof.

**20201570**            **Ivy Cottage, 13 Yarmouth Road**  
Replacement Garage

No Objection

**REFUSED APPLICATION: 20201225 – INSTALLATION OF A 20M  
TELECOMMUNICATIONS STREETWORKS POLE.**

Noted

## **6        THE BUCK PUBLIC HOUSE – PRESENTATION BY PLANNING CONSULTANTS**

The Committee received a presentation from planning consultant La Ronde Wright relating to potential plans which may be forthcoming for The Buck Public House. The Committee were broadly supportive of some elements of the proposals, with searching questions asked relating to the car parking and access to the properties at the rear. The Committee thanked the representative from La Ronde Wright for her attendance at the meeting.

## **7 THE BUCK PUBLIC HOUSE ASSET OF COMMUNITY VALUE NOMINATION**

An overview of the previously submitted and subsequently withdrawn Asset of Community Value Nomination was provided to the Committee providing an opportunity to permanently withdraw or resubmit the application. It was felt that the importance of The Buck as a building and asset to the community meant that the Committee wished to provide as much protection to it as possible going forward. Therefore, it was **RESOLVED** to resubmit the Asset of Community Value nomination for The Buck public house.

## **8 UPDATE ON THE NEIGHBOURHOOD PLAN**

The Committee received an update on the Neighbourhood Plan from Dr T Foreman. It was explained that there was significant frustration by the consultation delays related to covid-19 and this meant the plan would not be consulted upon nor adopted as soon as initially expected. The members were concerned that these delays may impact upon the amount of CIL income to the Council through developments which may start prior to the Plan being approved. Dr T Foreman explained this may be the case, and therefore it was important to be ready to move forward with the Neighbourhood Plan as soon as possible when lockdown restrictions and government guidance allow for large scale consultations to restart.



## 9 ENFORCEMENT NOTICES

Noted

*The meeting closed at 20.15*

*Signed: .....*

*Dated: .....*





**Thorpe St Andrew Town Council**  
**Minutes of the Virtual Finance and Staff Committee Meeting**  
**held on 21<sup>st</sup> September 2020 at 7.30pm**

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

**Apologies:** Mr J Fisher

**In attendance:**  
Dr T Foreman (Town Clerk)

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

- 3 MINUTES**  
The minutes of the meeting held 24<sup>th</sup> August 2020 were agreed and signed as a true record.

- 4 PUBLIC SESSION (limited to 3 minutes per speaker)**  
None

- 5 REQUEST FOR POSTAL BOX**  
The Committee received correspondence from Thorpe Island Boats requesting a separate postal box for the business to be based at River Green. The Committee discussed the matter at length, highlighting the great work and skill demonstrated by the business owner and wanting to support his business growth. However, the Committee had concerns that it would likely result in other requests for post boxes sited at River Green, which is an important part of the Thorpe St Andrew Conservation Area. It was also felt that the new CCTV would assist with identifying any thefts from the existing post box sited near the telephone kiosk. The Committee **RESOLVED** to refuse the request, but requested that a suggestion be made for the business to explore the option for a Post Office PO Box.

- 6 PARKS AND ESTATES APPRENTICESHIP**  
Dr T Foreman provided an overview of the report prepared by the Parks and Estates Manager, in consultation with the Parks and Estates Supervisor. The report outlined the difficulties in currently employing an apprentice, given the concerns related to the apprenticeship qualification at the nearest College. The report explained that these issues would result in significant work being undertaken by other staff to assist the apprentice, which would be difficult given the significant amount of work currently being undertaken by the team. The Committee were very supportive of appointing another apprentice, feeling that the previous apprentice had worked exceptionally well within the team and that giving employment to a local school leaver would be advantageous. It was proposed by Mr I Mackie, seconded by Miss S Lawn and **RESOLVED** that the apprenticeship scheme be included as a budget priority for the next financial year.



## 7 FOOTBALL MATCHDAY CAR PARKING

A report relating to a temporary expansion of car parking facilities at the Sir George Morse Park was considered by the Committee. Given the close proximity of cars parking within the car parks, and the narrowing of the pavement on Laundry Lane due to car parking on matchdays, the report proposed allowing home team to park in a designated area on the field. This would allow for better social distancing and create a safer environment for people to park and get ready for football matches. The Committee sought details n the suitability of the area, and on whether the knee-high rail proposed was sufficiently durable. Dr T Foreman explained that there would likely be some damage to the field, but due to the limited area it would be considered a satisfactory trade-off. It was highlighted that the knee-high rail was proposed due to its durability, but it was hoped the covid-19 adjustments would only be required for a year or two. It was proposed by Miss S Lawn, seconded by Mr L Reeves and **RESOLVED** that the project be progressed at a cost not to exceed £1774.10 + VAT.

Future agenda items – Update on Discretionary Grant, Update on Parks Project funding, Update on Horsechestnut Tree at River Green

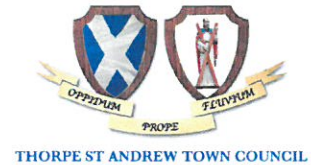
*The meeting closed at 8.25pm.*

*Signed: .....*

*Dated: .....*



# Thorpe St Andrew Town Council



**TOWN COUNCIL : 5<sup>TH</sup> OCTOBER 2020**

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## **APPLICATION FOR A PREMISES LICENCE UNDER LICENSING ACT 2003 FOR 15 JOYCE WAY**

**Agenda Item: 28**

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### **Reason for this Report**

This report has been prepared to provide further detail of the licence application for 15 Joyce Way, Thorpe St Andrew.

### **Background**

The Town Council has been consulted on this application as a consultee by Broadland District Council

### **Result**

The licence applied for in relation to 15 Joyce Way is for the sale of alcohol for consumption off the premises from 07.00 to 22.00 seven days a week.

The applicant has specified within the application that "No alcohol is to be consumed on site, and therefore the alcoholic beverages will be delivered to the customer's home address and will be consumed there."

Therefore, it seems that orders will be taken at the home address and then made up and delivered directly to the customer's home. The licence would allow for alcohol to be purchased directly from the applicant's home address and then consumed off site if they wished. However, this does not appear to be the applicant's business plan.

### **Advice**

The Town Council is asked to comment in approval or objection of the application. The Town Council does have the right to make no comment and note the application.

### **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 no financial implications arising from this report.





**PUBLIC NOTICE- LICENSING ACT 2003**  
**Notice of Application for a Premises Licence**



Name of applicant

Imogen Lucy Oliver

Postal address of Premises

15 Joyce Way, Thorpe St Andrew, NR7 0ZG

The applicant proposes to carry on the following licensable activities at the above premises:

Sale of alcohol

Any responsible authority or other person who wishes to make representations in relation to the application must make them in writing to the **Licensing Section, Broadland District Council, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich NR7 0DU**, where the licensing register and application record may be viewed by appointment during normal office hours.

Representations in relation to the application from responsible authorities or other persons must be made no later than

7 October 2020

*It is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is (£5000)*

Dated the 9<sup>th</sup> day of September 2020



**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/ Imogen Lucy Oliver  
We

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(Insert name(s) of applicant)

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description			
15 Joyce Way Thorpe St Andrew Norwich Norfolk			
<b>Post town</b>	Norwich	<b>Postcode</b>	NR7 0ZG

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£     0-4300

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as     Please tick as appropriate

- |   |                             |
|---|-----------------------------|
| a)    an individual or individuals *    ✓               | please complete section (A) |
| b)    a person other than an individual *               |                             |
| i    as a limited company/limited liability partnership | please complete section (B) |
| ii   as a partnership (other than limited liability)    | please complete section (B) |
| iii   as an unincorporated association or               | please complete section (B) |
| iv   other (for example a statutory corporation)        | please complete section (B) |
| c)    a recognised club                                 | please complete section (B) |
| d)    a charity   | please complete section (B) |
| e)    the proprietor of an educational establishment    | please complete section (B) |

- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ✓

I am making the application pursuant to a

statutory function or

a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr	Mrs	Miss	✓	Ms	Other Title (for example, Rev)	
<b>Surname</b> Oliver				<b>First names</b> Imogen Lucy		
<b>Date of birth</b> over		I am 18 years old or			Please tick yes. ✓	
<b>Nationality</b>						
Current residential address if different from premises address						
Post town					Postcode	
<b>Daytime contact telephone number</b>						
<b>E-mail address (optional)</b>						

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		Please tick yes	
Nationality					
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

### Part 3 Operating Schedule

	DD	MM	YYYY
When do you want the premises licence to start?	05	09	2020

	DD	MM	YYYY
If you wish the licence to be valid only for a limited period, when do you want it to end?			

Please give a general description of the premises (please read guidance note 1)

Residential home address with three floors. It is located down a quiet street in a large residential estate. No alcohol is to be consumed on site, and therefore the alcoholic beverages will be delivered to the customer's home address, and will be consumed there.

The premises has five bedrooms, distributed throughout the second and third floor. The ground floor consists of the living area, a dining area, kitchen, toilet, utility room and study. The licensable activities will primarily take place in the kitchen and dining room areas, both making and storing.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. N/A

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	N/A
b) films (if ticking yes, fill in box B)	N/A
c) indoor sporting events (if ticking yes, fill in box C)	N/A
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	N/A
e) live music (if ticking yes, fill in box E)	N/A
f) recorded music (if ticking yes, fill in box F)	N/A
g) performances of dance (if ticking yes, fill in box G)	N/A
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	N/A

**Provision of late night refreshment** (if ticking yes, fill in box I)

N/A

**Supply of alcohol** (if ticking yes, fill in box J)

✓

**In all cases complete boxes K, L and M**

A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur					
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sun					



# B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Thur					
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri			
Sat			
Sun			

# D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	
					Outdoors	
Day	Start	Finish			Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)			
Tue						
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)			
Thur						
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Sat						
Sun						

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					



J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	
				Off the premises	✓
				Both	
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	07:00	22:00			
Tue	07:00	22:00			
Wed	07:00	22:00			
Thur	07:00	22:00	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri	07:00	22:00			
Sat	07:00	22:00			
Sun	07:00	22:00			

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name	
Imogen Lucy Oliver	
Date of birth	
Address	
Postcode	
Personal licence number (if known). 605801/165020	
Issuing licensing authority (if known). Broadland District Council.	

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**

N/A

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)  Will not be open on Christmas Day.
Day	Start	Finish	<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)  N/A
Mon	07:00	22:00	
Tue	07:00	22:00	
Wed	07:00	22:00	
Thur	07:00	22:00	
Fri	07:00	22:00	
Sat	07:00	22:00	
Sun	07:00	22:00	

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

I shall ensure that all policies and procedures are followed at all times when licensable activities are taking place. I will be responsible for maintaining a safe environment in which both myself and other residents are free from harm. My staff and I shall regularly familiarise ourselves with training, whether that be about challenging Under 25, regulations surrounding the sale of alcohol, health and safety, and relevant compliances. My current full time job provides me with many of this training, to which I can implement to my premises accordingly.

**b) The prevention of crime and disorder**

- Security procedures in place such as alarms both during opening and closing hours.
- Personal items and business stock are to be locked in appropriate rooms and cupboards away from unauthorised personnel.
- Any incidents or accidents are to be reported to the police immediately, and recorded in an accident book.
- I shall be holding no large events, nor customers at the premises, which will avoid big crowds of people gathering, and therefore prevents acts of violence.
- My training, and any employees' training must be recorded and updated regularly.

**c) Public safety**

- Fire evacuation procedure in place for myself and other residents.
- Good lighting throughout the premises to prevent slips and trips.
- Easy access to fire exits, to which no exits are blocked by furniture.
- Smoke detectors are positioned throughout the premises.
- Regular training will take place regarding fire exit procedures, how to clean up spillages safely, how to keep a trip free environment and drunkenness.

**d) The prevention of public nuisance**

- No customers are to consume alcohol on the premises, so therefore no noise can be generated at the premises from customers.
- Limited hours means that no licensable activities will occur after 9pm.

**e) The protection of children from harm**

- I shall undertake regular training on ID checks and the consequences of underage drinking.
- I will have an Under 25 policy in place, challenging anyone who looks under 25 to show ID.
- ID checks are to be thorough both before the order is placed, and during the delivery. The person receiving the delivery must be at least 18 or over.
- Alcoholic beverages are to be kept in high up or locked cupboards out of reach of children.

**Checklist:**

**Please tick to indicate agreement**

I have made or enclosed payment of the fee.



I have enclosed the plan of the premises.



I have sent copies of this application and the plan to responsible authorities and others where applicable.



I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.



I understand that I must now advertise my application.



I understand that if I do not comply with the above requirements my application will be rejected.

[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).



**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"><li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li><li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li></ul>
<b>Signature</b>	
<b>Date</b>	03/09/2020
<b>Capacity</b>	N/A

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

<b>Signature</b>	
<b>Date</b>	
<b>Capacity</b>	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			



# GROUND FLOOR PLAN FOR 15 JOYCE WAY, N R 7 02G.

SCALE 1:100

