

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 office for a copy of the link to the meeting before noon on Monday 7th September 2020.
02.09.20

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 7th September 2020 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 33 Attendance book and apologies for absence.
- 34 Declarations of interest in items on the agenda.
- 35 To confirm the minutes of the Virtual Town Council meeting held on 6th July 2020
- 36 Announcements (For information only)
To receive announcements from
 - (i) The Town Mayor
 - a. One-minute silence for former Councillor
 - b. One-minute silence for former Councillor
 - (ii) The Clerk
- 37 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 office before noon on Monday 7th September 2020.
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
Report from Councillor John Ward
 - (iii) Members of the public
- 38 Finance
 - (i) Payments List vouchers 264 to 420
 - (ii) Bank Reconciliation Statement
 - (iii) Discretionary Grant Update
- 39 Draft Minutes of Committee Meetings
 - (i) Virtual Plans Committee held 13th July and 10th August 2020
 - (ii) Virtual Finance and Staffing held 20th July and 24th August 2020
- 40 Streetlighting Consultation – Verbal Update
- 41 Town Council Community Events 2020 – Report attached
- 42 To consider a motion to exclude press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to disclosure of personal details
- 43 Staff Recognition – Confidential Report attached

Future items (nfd) 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

**Thorpe St Andrew Town Council
Minutes of the Virtual Town Council meeting
held on 6 July 2020 at 7:30pm**

21 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

In attendance:

Dr T Foreman (Town Clerk)

Two members of the public were in attendance.

22 DECLARATIONS OF INTEREST

| Member/Officer | Item |
|----------------|------|
| None | |

23 MINUTES

The minutes of the meeting held on 1st June 2020 were agreed and signed as a true record.

24 ANNOUNCEMENTS

(i) The Town Mayor updated the Council on local matters. In particular, the Town Mayor expressed his pleasure at welcoming both Thorpe Island Boats and Bishy Barney Boats back to River Green. Also, the Town Mayor was joined by the Deputy Town Mayor and Town Clerk in a visit to view the decommissioning of the Thorpe Printworks which was organised in response to complaints related to noise. Furthermore, the Town Mayor met with a local teenager who was doing a sponsored walk in support of Norwich Theatre Royal. Finally, the Town Mayor provided details of the Canada Day celebration, giving thanks to Mr I Mackie, the Community Goodwill Ambassador for his work in organising it. The Town Mayor noted the significant similarities between the twinned towns during coronavirus, and identified a number of projects we can jointly work on.

a) One-minute silence for local resident

A one-minute silence was held for a local resident who died in tragic circumstances.

(ii) The Town Clerk.

The Town Clerk provided an overview of his activities during the month including:

- Meetings at River Green related to the island
- Site visits to allotments

- Armed Forces Week and Canada Day

In addition, it was confirmed he attended Zoom meetings throughout the month, including with the planning agent for the Buck.

25 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 – It was confirmed that the Town Clerk met with PC Mason for a couple of hours considering matters around the parks and TSA generally. Special Constables will be tasked with increased patrols of the parks and River Green.
- (ii) Members noted the report from Cllr Ward.
Mr I Mackie explained that Canada Day was a beautiful morning and thanked both Fr James and the Royal British Legion for attending the flag raising. Mr I Mackie explained he had become member of Thorpe St Andrew Trust. For the County Council, Mr I Mackie stated libraries are now starting to reopen and that physical meetings were planned to return shortly. In addition, he had maintained correspondence with Police regarding silver gas canisters being left on parks and young people visiting woods and starting fires. There have also been issues around vehicles on the business park.
Mrs T Mancini-Boyle provided details of her work at the District Council relating to the safer opening of local businesses. It was explained that she had highlighted Thorpe St Andrew specifically and Dr T Foreman confirmed that as a consequence the Town Council had been contacted swiftly by the District Council. In addition, Mrs T Mancini-Boyle explained that nursing home data was being made available to District Councils shortly, and it was hoped that this information will provide clarity on local concerns. She confirmed that the Government had earmarked £500m to replace local income to Councils, with a percentage of the pound being repaid to Councils. It is not clear whether this will stretch to Town and Parish Councils.
- (iii) Members of the Public – A member of the public asked about the abandoned toilet at River Green and wondered how long it would take to get the CCTV cameras in the area. Dr T Foreman provided a response.
Another question related to how a member of the public gets a question on the agenda. Dr T Foreman explained that if a member of the public has a question, they can raise it directly with the Councillors or himself at any time. Issues can also be raised at Councillor surgeries. Dr T Foreman highlighted that nobody has ever been told not to ask questions.
A further member of the public asked how the Parish Church could work with the council regarding item 28. Miss S Lawn provided a response.

26 FINANCE

- (i) Cheque list voucher 165 to 263 totalling £40,317.07 was approved and signed.
- (ii) Bank Reconciliation Statement was approved and signed.

27 DRAFT MINUTES FROM COMMITTEES

- (i) Plans and Environment Committee held 11th June 2020 – noted

28 COVID-19 COMMUNITY RECOVERY

Many of the items on the agenda are related to mental health. Dr T Foreman welcomed the community back to the Dementia Café. It was reported that the Council organised outdoor sessions for two couples at a time, with no more than six people on Mondays and Tuesdays. This would build the confidence of those older people who have been shielding for a long period of time. In addition, someone who lost their husband to dementia came to see Mrs F Bass.

Regarding booking the tree plantation by families with SEND children, Dr T Foreman reported that the council created a digital booking system to make it easier for families to book and change sessions. This will also allow schools, nurseries, social workers, and other professionals to pass on the link to families who require support and give them the flexibility to do this at short notice. We still have new families coming which has been a very positive thing.

The Council has reopened the play areas and received positive feedback from local residents. The return of Nanny's Cakes has also been welcomed.

It was confirmed that the Town Council has offered space to local schools in case greater spaces are needed. For this reason, Roxley Hall has been earmarked as a possible venue for them.

Dr T Foreman explained that business support has been key, especially as they reopen. The Council have been working with local businesses to understand their needs and advocate for them locally.

Dr T Foreman updated the Council on the use of sports facilities. The facilities have been opened to football, and will soon also be opened to cricket. Dr T Foreman visited the Bowls Club and saw the new benches that the Council donated. Due to the limited outdoor space, the Council have offered to open up a space behind the tennis court for the Bowls Club, so they will be using this for social events to prevent isolation.

Dr T Foreman reported that the new open space project is about increasing social capital with local people getting involved in a project.

The Town Clerk explained that he has developed a backstop provision for the events, although it is unlikely that these events can take place.

Mr J Fisher explained that the quicker the community can go back to normal and people get outdoors, the better. He mentioned that encouraging local businesses to open will be

beneficial for the community; it is now the time for the Council to return the support to those businesses who have sponsored our events. Furthermore, he confirmed that offering the tree plantation to families with SEND children has been a resounding success. Mr J Fisher confirmed that he has received a lot of correspondence regarding children who are without respite care. The Council have suggested the need for more open spaces.

29 CHURCHYARD CLOSE: OPEN SPACES PROJECT

Mr J Fisher provided an outline of the report regarding the open spaces project at the top of Hillside allotments, currently known as Churchyard Close. Dr T Foreman explained that this was a revisit to the 1999 plans which followed an archeological dig but included increased public access to the site. In part, this is a response to the prevailing importance of public open space to local people following local down, combined with the desire from many groups to get involved in volunteering outdoors on a local project. It is anticipated this project would be delivered over a period of two years.

There was a significant amount of discussion regarding the proposal, with many Councillors being supportive of the principle of the project after visiting the site. It was felt that there was a need to ensure the security of the allotments and allotment tenants was maintained and the peaceful enjoyment of local residents in the vicinity is considered. Plans would need to take account of disabled car parking for allotment holders, and ensure the site is accessible to visitors with disabilities, pushchairs, and/or walkers. Given the increase in public space use and the potential benefits to the area in creating this space it was **RESOLVED** to progress the project through to consultation with the allotment tenants and locally to capture their views on the project and feed this into the plans going forward. The project to be delegated to the Planning and Environment Committee.

30 BUSINESS SUPPORT AND NEWSLETTER

Mr J Fisher introduced the item to create a 'pop-up highstreet' event to promote and support local businesses, with a post-lockdown newsletter to be created and delivered in time to promote the event. There was significant support for the proposal to create a socially distanced, covid-19 secure outdoor event. In addition, there was a consensus that a newsletter highlighting the work of the community and promoting local businesses would be beneficial, especially if it contained the contact details of local businesses which residents may use. An initial date of 22nd August at either Yarmouth Road or at Fitzmaurice Park was suggested. It was **RESOLVED** for the event and newsletter to be progressed, with organisation to be delegated to the Town Clerk, along with the Town Mayor, Deputy Town Mayor, Mrs T Mancini-Boyle, Mr J Emsell, and Mr L Reeves.

31 PROPOSAL FOR NEW ADMINISTRATIVE AND COMMUNICATION OFFICER

Dr T Foreman provided an introduction to the proposal to create a new Administrative and Communication Officer post, following the resignation of the Administration Officer and move by the Deputy Clerk for Committees and Events into a Community Officer post. It was explained that the post would be a job share between two people, with a salary calculated on a 40-hour week. It was anticipated that each person would be working 20 hours each week, with some cross over on a Wednesday to provide a hand-over.

The Council **RESOLVED** to approve the proposed post, with power delegated to the Finance and Staff Committee to appoint two officers for the job share with a salary of £21,487 pro-rata of a 40-hour week.

32 RECEPTION DESK FOR TOWN HALL

The Council considered a proposal to purchase a reception desk for the Town Hall. Dr T Foreman explained that this was to maximise the space between staff at desks and also provide better security in the office.

It was **RESOLVED** to support the purchase of the desk at a cost not to exceed £1000 + VAT

Future Agenda Items

The meeting closed at 10pm

Signed:

Dated:

16th August 2020

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

BDC has received a Silver Award in the Armed Forces Covenant Employer Recognition Scheme where they had to demonstrate or advocate support to the armed forces community and align their values with the Armed Forces Covenant.

BDC and SNDC now have a single domain name
southnorfolkandbroadland.gov.uk

Nominations for the Broadland Community at Heart Awards 2020 have now opened. Details from Laura Woolacott: lwoolacott@s-norfolk.gov.uk

The annual Marriotts Way 10k Run will this year be done virtually with participants running their individual 10k and recording their time via a fitness wearable so it can be uploaded to an online leader board. Details from Matt Allen mallen@s-norfolk.gov.uk

A new Government White Paper that is out for consultation with the Councils, proposes the biggest changes to the Planning System since 1947. The main change is that developments in Growth Areas, identified in the Local Plan, would automatically receive outline planning permission.

Norfolk County Council

Norfolk Car Free Day will be held on Sunday 20th September. This Day is celebrated across the world and encourages motorists to give up their cars for a day. NCC will be waiving fees for residents wishing to apply for a temporary street closure in their local community that day. The deadline for applications is Friday 28/8/20. www.norfolk.gov.uk/carfreenorfolk

Construction work has now started on the National Lottery Heritage Fund supported £13.5m project to transform Norwich Castle Keep back to its origins as a Royal Palace. Morgan Sindall Construction have been appointed as the project co-ordinator.

During the Coronavirus Crisis, the County Council made over 40,000 calls and contacts to vulnerable citizens, provided temporary accommodation for 200 homeless people, delivered 7.2m pieces of PPE to 898 organisations, provided 3,500 emergency food boxes, and responded in many other ways.

Thorpe St Andrew Town Council

PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------------------|------------|--------|------------------------|-----------|------------------------------|----------|----------|-------|-------|-------|
| 264 Telephone | 01/07/2020 | | Bank 1 Current Account | online | Mobile telephones - office | O2 | S | 14.77 | 2.96 | 17.73 |
| 265 Telephone | 01/07/2020 | | Bank 1 Current Account | online | Mobile telephones - Rec Grnd | O2 | S | 76.16 | 15.23 | 91.39 |
| 266 Foreman salary | | | | | | | | | | |
| 267 Fenn salary | | | | | | | | | | |
| 268 Bass - salary | | | | | | | | | | |
| 269 Sayer salary | | | | | | | | | | |
| 270 Calver salary | | | | | | | | | | |
| 271 Parr - salary | | | | | | | | | | |
| 272 Jones salary | | | | | | | | | | |
| 273 Fenn salary | | | | | | | | | | |
| 274 Fenn - pension emp | | | | | | | | | | |
| 275 Sayer salary | | | | | | | | | | |
| 276 Sayer - pension emp | | | | | | | | | | |
| 277 Bass - salary | | | | | | | | | | |
| 278 Bass - pension empl | | | | | | | | | | |
| 279 Foreman salary | | | | | | | | | | |
| 280 Foreman - pension € | | | | | | | | | | |
| 281 Calver salary | | | | | | | | | | |
| 282 Calver pension empl | | | | | | | | | | |
| 283 Parr - salary | | | | | | | | | | |
| 284 Parr employers pens | | | | | | | | | | |
| 285 Jones salary | | | | | | | | | | |
| 286 Jones pension emplo | | | | | | | | | | |
| 287 Foreman salary | | | | | | | | | | |
| 288 Foreman employers i | | | | | | | | | | |
| 289 Sayer salary | | | | | | | | | | |
| 290 Sayer - NIC employe | | | | | | | | | | |
| 291 Bass - salary | | | | | | | | | | |
| 292 Bass - NIC employer | | | | | | | | | | |
| 293 Calver salary | | | | | | | | | | |
| 294 Calver -employers ni | | | | | | | | | | |
| 295 Student loan | | | | | | | | | | |
| 296 Parr - salary | | | | | | | | | | |
| 297 Parr - employers NIC | | | | | | | | | | |
| 298 Jones salary | | | | | | | | | | |
| 299 Jones nic employer | | | | | | | | | | |

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Thorpe St Andrew Town Council

PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|----------------------|-----------|---------------------------------|-----------------------------|----------|-----------|--------|-----------|
| 300 | 08/07/2020 | | Bank 1 Current Accou | online | Hire equipment | Ben Burgess | S | 230.00 | 46.00 | 276.00 |
| 301 | 08/07/2020 | | Bank 1 Current Accou | online | Machinery parts | Ben Burgess | S | 249.92 | 49.98 | 299.90 |
| 302 | 08/07/2020 | | Bank 1 Current Accou | online | Soccer marking | CGM Group | S | 212.83 | 42.57 | 255.40 |
| 303 | 08/07/2020 | | Bank 1 Current Accou | online | Field Maintenance - Rec Grnd | CGM Group | S | 651.67 | 130.33 | 782.00 |
| 304 | 08/07/2020 | | Bank 1 Current Accou | online | Field Maintenance - Duss Park | CGM Group | S | 465.50 | 93.10 | 558.60 |
| 305 | 08/07/2020 | | Bank 1 Current Accou | online | Health and safety equip | Mainman Supplies | S | 94.29 | 18.86 | 113.15 |
| 306 | 08/07/2020 | | Bank 1 Current Accou | online | Cleaning bus shelters | R Marmoy | E | 125.00 | 0.00 | 125.00 |
| 307 | 08/07/2020 | | Bank 1 Current Accou | online | Loan Payment | Public Works Loan Board | X | 10,394.90 | 0.00 | 10,394.90 |
| 308 | 08/07/2020 | | Bank 1 Current Accou | online | Gas charges - Morse | Total Gas & Power | L | 108.37 | 5.42 | 113.79 |
| 309 | 08/07/2020 | | Bank 1 Current Accou | online | Cleaning River Green Toilets | Town and Country Cleaning | E | 310.00 | 0.00 | 310.00 |
| 310 | 08/07/2020 | | Bank 1 Current Accou | online | Water charges - Duss Allot | Anglian Water | E | 204.33 | 0.00 | 204.33 |
| 311 | 08/07/2020 | | Bank 1 Current Accou | online | Water charges - Hillside Allot | Anglian Water | E | 279.66 | 0.00 | 279.66 |
| 312 | 15/07/2020 | | Bank 1 Current Accou | online | Street light - maintenance | Cozens UK Ltd | S | 400.00 | 80.00 | 480.00 |
| 313 | 15/07/2020 | | Bank 1 Current Accou | online | Cleaning Materials | Espo | S | 106.70 | 21.34 | 128.04 |
| 314 | 15/07/2020 | | Bank 1 Current Accou | online | Goods | Trade UK | S | 36.52 | 7.31 | 43.83 |
| 315 | 15/07/2020 | | Bank 1 Current Accou | online | Streetlight-energy charge | Total Gas & Power | S | 1,101.69 | 220.36 | 1,322.05 |
| 316 | 15/07/2020 | | Bank 1 Current Accou | online | Electricity - River Green Toile | Total Gas & Power | L | 26.20 | 1.31 | 27.51 |
| 317 | 20/07/2020 | | Bank 1 Current Accou | online | Fuel | Fuel Genie | S | 82.13 | 16.42 | 98.55 |
| 318 | 20/07/2020 | | Bank 1 Current Accou | online | Fuel | Fuel Genie | S | 95.55 | 19.11 | 114.66 |
| 319 | 20/07/2020 | | Bank 1 Current Accou | online | Lease payment | Bussey & Sabberton | S | 360.16 | 72.03 | 432.19 |
| 320 | 20/07/2020 | | Bank 1 Current Accou | online | computer upgrades | Microsoft | E | 728.81 | 0.00 | 728.81 |
| 321 | 20/07/2020 | | Bank 1 Current Accou | online | Survey | Survey Monkey | E | 29.17 | 0.00 | 29.17 |
| 322 | 20/07/2020 | | Bank 1 Current Accou | online | Annual fee | Lloyds Bank - business card | E | 32.00 | 0.00 | 32.00 |
| 323 | 20/07/2020 | | Bank 1 Current Accou | online | Subscription | Amazon | E | 7.99 | 0.00 | 7.99 |
| 324 | 20/07/2020 | | Bank 1 Current Accou | online | Subscription | Adobe | E | 15.17 | 0.00 | 15.17 |
| 325 | 20/07/2020 | | Bank 1 Current Accou | online | Barrier line rental | Opus Energy | S | 4.00 | 0.80 | 4.80 |
| 326 | 20/07/2020 | | Bank 1 Current Accou | online | Electricity - Town Hall | Opus Energy | S | 270.95 | 54.19 | 325.14 |
| 327 | 20/07/2020 | | Bank 1 Current Accou | online | Electricity - Roxley Hall | Opus Energy | L | 40.92 | 2.05 | 42.97 |
| 328 | 20/07/2020 | | Bank 1 Current Accou | online | Electricity - Morse Pav | Opus Energy | L | 81.00 | 4.05 | 85.05 |
| 329 | 20/07/2020 | | Bank 1 Current Accou | online | Electricity - floods/workshop | Opus Energy | L | 29.00 | 1.45 | 30.45 |
| 330 | 20/07/2020 | | Bank 1 Current Accou | online | Annual inspection | Playsafety Ltd | S | 167.75 | 33.55 | 201.30 |
| 331 | 20/07/2020 | | Bank 1 Current Accou | online | Annual inspection | Playsafety Ltd | S | 167.75 | 33.55 | 201.30 |
| 332 | 20/07/2020 | | Bank 1 Current Accou | online | Annual inspection | Playsafety Ltd | S | 68.50 | 13.70 | 82.20 |
| 333 | 22/07/2020 | | Bank 1 Current Accou | online | Legal fees | Norfolk County Council | S | 174.40 | 34.88 | 209.28 |
| 334 | 22/07/2020 | | Bank 1 Current Accou | online | Building maintenance | Clive Pilgrim | E | 470.00 | 0.00 | 470.00 |
| 335 | 22/07/2020 | | Bank 1 Current Accou | online | Cleaning Materials | Spectrum Hygiene | S | 335.16 | 67.03 | 402.19 |
| 336 | 22/07/2020 | | Bank 1 Current Accou | online | Repairs to table tennis table | UK Table Tennis | S | 190.00 | 38.00 | 228.00 |
| 337 | 28/07/2020 | | Bank 1 Current Accou | online | Electricity - River Green | E.on | L | 62.48 | 3.12 | 65.60 |
| 338 | 28/07/2020 | | Bank 1 Current Accou | online | Advert in Parish Life | Thorpe St Andrew PCC | E | 305.39 | 0.00 | 305.39 |

Thorpe St Andrew Town Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------|--------|------|-----------|--------------|----------|----------|-----------|----------|-----------|
| | | | | | | | | 34,493.70 | 1,128.70 | 35,622.40 |
| | | | | | Total | | | | | |

PAYMENT LIST

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|----------------------|----------------------------|--|------------------|--|--|--|--|---------|--|--|
| Salaries | July | | vouchers 266-272 | | | | | 9546.16 | | |
| Norfolk Pension Fund | Employer/employee payments | | vouchers 273-286 | | | | | 3374.08 | | |
| HMRC | Tax and NIC | | vouchers 287-299 | | | | | 2766.67 | | |

Thorpe St Andrew Town Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|----------------------|-----------|-------------------------------|-------------------------------|----------|----------|--------|----------|
| 339 | 28/07/2020 | | Bank 1 Deposit Accou | online | Wheeled bins | Veolia | S | 21.74 | 4.35 | 26.09 |
| 340 | 28/07/2020 | | Bank 1 Deposit Accou | online | Wheeled bins | Veolia | S | 93.60 | 18.72 | 112.32 |
| 341 | 28/07/2020 | | Bank 1 Deposit Accou | online | Wheeled bins | Veolia | S | 126.21 | 25.24 | 151.45 |
| 342 | 28/07/2020 | | Bank 1 Current Accou | online | Roxley Hall gas | British Gas | L | 69.44 | 3.47 | 72.91 |
| 343 | 28/07/2020 | | Bank 1 Current Accou | online | Bank charges | Lloyds Bank | E | 6.50 | 0.00 | 6.50 |
| 344 | 31/07/2020 | | Bank 1 Current Accou | online | Mobile telephones - office | O2 | S | 14.77 | 2.95 | 17.72 |
| 345 | 31/07/2020 | | Bank 1 Current Accou | online | Mobile telephones - Rec Grnd | O2 | S | 75.95 | 15.19 | 91.14 |
| 346 | 31/07/2020 | | Bank 1 Current Accou | online | Telephone - Morse Pavilion | Talk Talk | S | 47.95 | 9.59 | 57.54 |
| 347 | 31/07/2020 | | Bank 1 Current Accou | online | Telephone - Office | Talk Talk | S | 47.95 | 9.59 | 57.54 |
| 348 | 31/07/2020 | | Bank 1 Current Accou | online | Telephone - Town Hall | Talk Talk | S | 32.95 | 6.59 | 39.54 |
| 349 | 04/08/2020 | | Bank 1 Current Accou | online | Roxley Hall gas | British Gas | L | 43.61 | 2.18 | 45.79 |
| 350 | 05/08/2020 | | Bank 1 Current Accou | online | Water charges - Cemetary | Anglian Water | E | 62.18 | 0.00 | 62.18 |
| 351 | 05/08/2020 | | Bank 1 Current Accou | online | Hire equipment | Ben Burgess | S | 230.00 | 46.00 | 276.00 |
| 352 | 05/08/2020 | | Bank 1 Current Accou | online | Service equipment | Ben Burgess | S | 402.85 | 80.57 | 483.42 |
| 353 | 05/08/2020 | | Bank 1 Current Accou | online | Feed in tariff | Broadland District Council | L | 206.75 | 5.57 | 212.32 |
| 354 | 05/08/2020 | | Bank 1 Current Accou | online | Soccer marking | CGM Group | S | 212.83 | 42.57 | 255.40 |
| 355 | 05/08/2020 | | Bank 1 Current Accou | online | Field Maintenance - Rec Grnd | CGM Group | S | 651.67 | 130.33 | 782.00 |
| 356 | 05/08/2020 | | Bank 1 Current Accou | online | Field Maintenance - Duss Park | CGM Group | S | 465.50 | 93.10 | 558.60 |
| 357 | 05/08/2020 | | Bank 1 Current Accou | online | Field Maintenance - Rec Grnd | Collier Turf Care Ltd | L | 2,929.00 | 74.13 | 3,003.13 |
| 358 | 05/08/2020 | | Bank 1 Current Accou | online | Field Maintenance - Duss Park | Collier Turf Care Ltd | E | 1,952.81 | 0.00 | 1,952.81 |
| 359 | 05/08/2020 | | Bank 1 Current Accou | online | Keys | A C Leigh | S | 59.00 | 11.80 | 70.80 |
| 360 | 05/08/2020 | | Bank 1 Current Accou | online | Cleaning bus shelters | R Marmoy | E | 125.00 | 0.00 | 125.00 |
| 361 | 05/08/2020 | | Bank 1 Current Accou | online | Allotment deposit refund | Mr D Moore | E | 25.00 | 0.00 | 25.00 |
| 362 | 05/08/2020 | | Bank 1 Current Accou | online | office furniture | National Office Furniture Sup | S | 700.00 | 140.00 | 840.00 |
| 363 | 05/08/2020 | | Bank 1 Current Accou | online | Gas charges - Morse | Total Gas & Power | L | 114.81 | 5.74 | 120.55 |
| 364 | 05/08/2020 | | Bank 1 Current Accou | online | Cleaning - Morse Pavilion | Town and Country Cleaning | E | 520.00 | 0.00 | 520.00 |
| 365 | 05/08/2020 | | Bank 1 Current Accou | online | Cleaning - Town Hall | Town and Country Cleaning | E | 40.00 | 0.00 | 40.00 |
| 366 | 05/08/2020 | | Bank 1 Current Accou | online | Cleaning River Green Toilets | Town and Country Cleaning | E | 620.00 | 0.00 | 620.00 |
| 367 | | | | | Foreman salary | | | | | |
| 368 | | | | | Fenn salary | | | | | |
| 369 | | | | | Bass - salary | | | | | |
| 370 | | | | | Sayer salary | | | | | |
| 371 | | | | | Calver salary | | | | | |
| 372 | | | | | Jones salary | | | | | |
| 373 | | | | | Fenn salary | | | | | |
| 374 | | | | | Fenn - pension employer | | | | | |

**Thorpe St Andrew Town Council
PAYMENTS LIST**

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|----------------------|-----------|---------------------------------|----------------------------|----------|-----------|----------|-----------|
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| 396 | 11/08/2020 | | Bank 1 Current Accou | online | Water charges - Roxley Hall | Anglian Water | E | 25.57 | 0.00 | 25.57 |
| 397 | 11/08/2020 | | Bank 1 Current Accou | online | goal posts | Broxap | S | 14,653.70 | 2,930.74 | 17,584.44 |
| 398 | 11/08/2020 | | Bank 1 Current Accou | online | Street light - maintenance | Cozens UK Ltd | S | 400.00 | 80.00 | 480.00 |
| 399 | 11/08/2020 | | Bank 1 Current Accou | online | Streetlight-energy charge | Total Gas & Power | S | 1,656.49 | 331.31 | 1,987.80 |
| 400 | 11/08/2020 | | Bank 1 Current Accou | online | Electricity - River Green Toile | Total Gas & Power | L | 18.00 | 0.90 | 18.90 |
| 401 | 18/08/2020 | | Bank 1 Current Accou | online | Fuel | Fuel Genie | S | 125.03 | 25.00 | 150.03 |
| 402 | 18/08/2020 | | Bank 1 Current Accou | online | Fuel | Fuel Genie | S | 141.18 | 28.24 | 169.42 |
| 403 | 18/08/2020 | | Bank 1 Current Accou | online | Lease payment | Bussey & Sabberton | S | 360.16 | 72.03 | 432.19 |
| 404 | 18/08/2020 | | Bank 1 Current Accou | online | Electricity - Town Hall | Opus Energy | S | 206.64 | 41.33 | 247.97 |
| 405 | 18/08/2020 | | Bank 1 Current Accou | online | Electricity - Roxley Hall | Opus Energy | L | 42.36 | 2.12 | 44.48 |
| 406 | 18/08/2020 | | Bank 1 Current Accou | online | Electricity - floods/workshop | Opus Energy | L | 29.18 | 1.46 | 30.64 |
| 407 | 18/08/2020 | | Bank 1 Current Accou | online | Electricity - Morse Pav | Opus Energy | L | 156.11 | 7.81 | 163.92 |
| 408 | 25/08/2020 | | Bank 1 Current Accou | online | Barrier line rental | Wireless Logic Ltd | S | 4.00 | 0.80 | 4.80 |
| 409 | 25/08/2020 | | Bank 1 Current Accou | online | Survey | Survey Monkey | E | 58.34 | 0.00 | 58.34 |
| 410 | 25/08/2020 | | Bank 1 Current Accou | online | Goods | Adobe | E | 15.17 | 0.00 | 15.17 |
| 411 | 25/08/2020 | | Bank 1 Current Accou | online | Posters | Instaprint | S | 63.33 | 12.67 | 76.00 |
| 412 | 25/08/2020 | | Bank 1 Current Accou | online | Subscription | Amazon | E | 7.99 | 0.00 | 7.99 |
| 413 | 26/08/2020 | | Bank 1 Current Accou | online | Feed in tariff | Broadland District Council | L | 204.30 | 5.50 | 209.80 |

Thorpe St Andrew Town Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|----------------------|-----------|---------------------------|------------------|----------|------------------|-----------------|------------------|
| 414 | 26/08/2020 | | Bank 1 Current Accou | online | Newsletter | Colour Print | E | 708.00 | 0.00 | 708.00 |
| 415 | 26/08/2020 | | Bank 1 Current Accou | online | Electricity - River Green | E.on | S | 263.08 | 52.62 | 315.70 |
| 416 | 26/08/2020 | | Bank 1 Current Accou | online | Fencing | G & G Fencing | S | 524.30 | 104.86 | 629.16 |
| 417 | 26/08/2020 | | Bank 1 Current Accou | online | Signage | G Sign | S | 38.00 | 7.60 | 45.60 |
| 418 | 26/08/2020 | | Bank 1 Current Accou | online | Cleaning bus shelters | R Marmoy | E | 125.00 | 0.00 | 125.00 |
| 419 | 26/08/2020 | | Bank 1 Current Accou | online | Cleaning Materials | Spectrum Hygiene | S | 179.00 | 35.80 | 214.80 |
| 420 | 26/08/2020 | | Bank 1 Current Accou | online | Cleaning Materials | Spectrum Hygiene | S | 489.64 | 97.93 | 587.57 |
| Total | | | | | | | | 44,746.75 | 4,566.40 | 49,313.15 |

PAYMENT LIST

| | | | |
|----------------------|------------------|----------------------------|---------|
| Salaries | vouchers 367-372 | August | 8568.33 |
| Norfolk Pension Fund | vouchers 373-384 | Employer/employee payments | 3071.87 |
| HMRC | vouchers 385-395 | Tax and NIC | 2713.91 |

THORPE ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 31/7/20 FOR CURRENT AND DEPOSIT ACCOUNTS

| | |
|---------------------------|------------------|
| Balance at bank | £ |
| Current account bank 1 | 23388.48 |
| Deposit account bank 1 | 319338.82 |
| Sub total - bank 1 | <u>342727.30</u> |
| Capital Account bank 2 | 55299.58 |
| | <u>398026.88</u> |

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

| | |
|------------------------------|---------------|
| Total of unpresented cheques | <u>-15.00</u> |
|------------------------------|---------------|

398011.88

| | |
|--------------------|------------------|
| Balance at 31/3/20 | 241669.23 |
| Plus receipts | 303671.65 |
| | <u>545340.88</u> |
| Less expenditure | -147329.00 |
| | <u>398011.88</u> |

Completed by: *Jenn*
Date: *4/8/20*

Certified by: *[Signature]*
Date: *4/8/20*

Thorpe St Andrew Town Council
Minutes of the Virtual Planning and Environment Committee
meeting held on
13th July 2020 at 7.30pm

1 Present:

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

Apologies:

Mrs J Fisher

In attendance:

Dr T Foreman (Town Clerk)

Four 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 8th June 2020 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

The applicant for application 20201206 (20 Belmore Rd) provided an overview of the application to the meeting and explained the reasoning for the application. A neighbour raised a number of concerns, specifically related to impact, use of the building, and parking in the area.

A member of the public spoke against application 20200775 (Thorpe House School), raising issues with the detail in the application, number of projected car movements, and future use of the site.

5 PLANNING APPLICATIONS

20200775 Thorpe House School The Town Council raises no objections in principle, but believe a number of conditions should be attached to any approval: The permission should be for a maximum of 2 years, with a 3-year limit. The vehicle movements need to be monitored and adhered to (2 to 3 movements each day). The vehicles accessing the site should be 3.5 tonnes in size (Transit/Sprinter) or smaller. Traffic should only access the site from Yarmouth Road. Fire prevention and suppression systems be installed

20201024 11 Earnshaw Court No objections

| | | |
|----------|---------------------------|--|
| 20201134 | 90 Thunder Lane | No Objections- but there should be an agreement for the homeowner (present and future) of 90 Thunder Lane to contribute on an ongoing basis for the maintenance of Laundry Close as it is an unadopted road. |
| 20201163 | Land adj 6 Green Lane Nth | No objections |
| 20201165 | 14 Tower Hill | No objections – but with a condition for the building to only be used as per the application, and not to be used for accommodation |
| 20201187 | 12 Winceby Way | No objection |
| 20201206 | 20 Belmore Rd | No objection in principle, but request that a condition be placed on any approval preventing a change of future use. |
| 20201225 | Dussindale Drive | Noted |
| 20201233 | 3 Thor Close | No objections |

6 STREETLIGHT REPLACEMENT PROJECT

The Committee considered a report relating to the replacement of older sodium streetlights in Thorpe St Andrew. There was significant discussion related to undertaking a rolling programme of replacement or whether to progress with a complete change across the town. Dr T Foreman explained that the reduction in electricity is estimated to be 65-70% when switching to LED heads. Therefore, based on an estimated real world saving of 60% on energy costs, the cost is estimated to reduce from £25,000 to £10,000 when completed. Furthermore, there would also be a cost saving from a reduction in the yearly maintenance cost of approx. £5000, in addition to the yearly reduction in capital spend on streetlight replacement totalling £9000. Given this, the total budget savings would be in the region of £29,000 per year. Mr J Fisher explained that this budget underspend could be used to service the total cost of the replacement, through a loan from the Public Works Loan Board (PWLB). It would therefore be possible to undertake a replacement with no significant precept rise, due to the resultant savings.

It was proposed by Mr J Fisher, seconded by Mr S Snelling and **RESOLVED**

- To consult locally on the proposal to get a loan from the PWLB for the replacement of streetlights throughout Thorpe St Andrew.

and

- That the public views be considered by the Town Council alongside the Committee recommendation to replace all streetlights in Thorpe St Andrew with LED lighting and where possible also replace the concrete or older streetlight columns.

7 WALKING ROUTES AND SIGNAGE

The Committee received a presentation on the walking routes and signage throughout Thorpe St Andrew. An overview of the route mapping website and ability to upload this data to the Thorpe St Andrew app was welcomed by the Committee. Details of the walks were discussed, with members keen to see more routes added. The importance of making the walk accessibility clear on the app was raised. The Town Clerk undertook to work with the App designer to progress this due to its importance.

The Committee **NOTED** the presentation

8 LITTERING AND FLYTIPPING

Mr J Fisher gave the Committee an overview of the issues related to littering and flytipping since lockdown has eased. To draw attention to the issue, the Council has adopted the 'Don't be a Tosser' campaign by Keep Britain Tidy and York Council. Therefore, 50 signs had been purchased by the Town Clerk for all parks and open spaces in the town.

The Committee felt it was important to progress this initiative and **NOTED** the report.

9 ENFORCEMENT NOTICES

Noted

The meeting closed at 21.15

Signed:

Dated:

Thorpe St Andrew Town Council
Minutes of the Virtual Planning and Environment Committee
meeting held on
10th August 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

5 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 13th July 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.

5 PLANNING APPLICATIONS

- (i) 20201236 24 Thunder Lane Single storey infill extension & change of lean-to roof to flat roof on rear extension
No objection
- (ii) 20201243 52 Thunder Lane single storey side extension & single storey front porch alterations
No objection
- (iii) 20201317 1 Cavalier Close Proposed internal renovations including garage conversion and a double storey extension to side of dwelling
Objection – the Committee support the views outlined in the letter sent to both Broadland District Council and the Town Council by the neighbour at 7 Cavalier Close. The Committee felt strongly that the proposed development will overshadow the back garden of 7 Cavalier Close, and this is in contravention of the Development Plan 2015. In addition, given that the

extension is an increase in floorspace of over 50%, the Committee felt the proposal represents overdevelopment.

- (iv) 20201244 9 Elizabeth Ave Part single and part two storey rear extension
No objection
- (v) 20201316 88 Hillcrest Rd Rear exten to form new living room and canopy over existing back door
No objection
- (vi) 20201250 24 Harvey Lane Dropped curb
No objection
- (vii) 20201264 110 Furze Road Erection of front porch, single storey front extension
No objection
- (viii) Single storey rear extension & change of garage roof from sloping to pitch (PB)
No objection
- (ix) 20201395 97 Yarmouth Rd Change of use from office to residential (prior notification)
No objection
- (x) 20201394 10 Hilly Plantation Single Storey Front, side & Rear Extensions
No objection
- (xi) 20201372 Poppy Way, Postwick Var of condition 10 of 200081773, to allow discount food store
Strong objection – The Committee do not feel that the sequential assessment put forward justifies a change in condition. The Council supported the original 2008 application with an emphasis on these conditions.

6 ENFORCEMENT NOTICES

Noted

The meeting closed at 20.15

Signed:

Dated:

7 FOOTBALL GOAL REPLACEMENT UPDATE

Dr T Foreman confirmed that the football goal replacement order had been dispatched and was due for delivery in the coming days. It was further suggested that the current goals be sold through sealed bids. The Committee noted the update and **RESOLVED** to sell the current goals through a process of sealed bids.

8 REQUEST FROM THORPE ISLAND BOATS

The Committee considered correspondence from Thorpe Island boats, requesting additional mooring space at River Green. The Committee were extremely supportive of the business, noting the exceptional skill required for the handmade boats. However, given the outstanding legal matters relating to mooring and the space limitations due to the size of the commercial mooring area, it was **RESOLVED** not to let any further commercial space at the moment, and review this in January once more is known about the mooring scheme and possible changes in the area which could benefit the business.

The meeting closed at 9.05pm.

Signed:

Dated:

Thorpe St Andrew Town Council
Minutes of the Virtual Finance and Staff Committee Meeting
held on 24th August 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**

Dr T Foreman declared an interest in item 8. The Committee unanimously agreed for the Town Clerk to remain to minute the decision but provide no advice or guidance.

3 **MINUTES**

The minutes of the meeting held 20th July 2020 were agreed and signed as a true record.

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

None

5 **UPDATE FROM CHAIR OF FINANCE AND STAFFING**

Miss S Lawn provided an update from the last few months related to the Committee's work on Covid-19. Looking to the next few months, Miss S Lawn expressed her desire to see the buildings safely reopening and recognised the work of Mr D Sayer (Parks and Estates Manager) in risk assessing the buildings throughout the covid-19 pandemic. Dr T Foreman explained that as part of his risk assessment, further equipment was being sourced to assist with the cleaning of the buildings, including a fogging machine. Miss S Lawn explained that the buildings reopening would be the next large step and proposed that, subject to the prevailing guidelines and hirers having completed adequate risk assessments, hires could begin from the middle to end of September. This proposal was seconded by Mr J Emsell and **AGREED**.

Furthermore, Miss S Lawn sought to recognise the work of staff during the pandemic, who worked longer hours in difficult circumstances for the community. It was proposed by Miss S Lawn and seconded by Mr I Mackie and unanimously **AGREED** that a recommendation be made to the Town Council for a small one-off token of appreciation be made to the staff.

6 CONFIRMATION OF APPOINTMENTS (PARKS AND ESTATES/ADMINISTRATIVE AND COMMUNICATION OFFICERS)

Dr T Foreman explained that during his annual leave, the interviews had taken place with panels of both officers and Councillors making the decisions. Miss S Lawn stated that there was a high calibre of candidates for both posts and they were very pleased with the appointments which had been made. Dr T Foreman said that it was hoped Councillors and officers would have an opportunity to meet in the coming weeks.

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

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

8 REQUEST FOR COMPRESSED HOURS

The Committee considered a request from the Town Clerk to compress his 37 hours from Monday to Thursday, opposed to the current five-day week. The reason for this request was to undertake a master's degree in law. Mr F Bowe gave an overview of his experiences when studying for his MBA and explained that it worked very well and supported the idea. Mr I Mackie provided details of his time undertaking similar studies and believed it would be beneficial to both the individual and Council in granting this request. It was proposed by Mr J Emsell, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to approve the request.

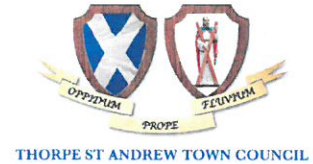
Future agenda items – Parks and Estates Apprentice

The meeting closed at 8.25pm.

Signed:

Dated:

Thorpe St Andrew Town Council



Town Council : 7th September 2020

Town Council Community Events 2020

Agenda Item: 41

Reason for this Report

This report has been prepared for the Town Council to decide whether to postpone all Town Council events in 2020.

Background

The Town Council organises annual Firework and Christmas events. The coronavirus pandemic has led to a significant number of events being cancelled since March 2020. A number of event stalls have contacted the Council requesting a decision on future events in 2020.

Result

As a result of the coronavirus pandemic, current government advice is that “in line with the social distancing guidance it is advised that large gatherings should not take place”. In addition, the current guidance to local authorities is that they “should avoid issuing licenses for events that could lead to larger gatherings forming”.

Although the possibility of a no-crowd firework display was considered, it is believed that a significant crowd would form to see the fireworks in any instance and it would be unsafe to progress with an event where crowd control and social distancing measures were not in place.

However, with Council approval it is proposed to create a walk through Christmas experience in the woods at Fitzmaurice Park. This would not feature a ‘switch on’ and would be illuminated throughout winter 2020/21. River Green would also have the lights installed without an official ‘switch on’ event.

Advice

The advice for this item is that, in line with prevailing government advice, all events in 2020 should be cancelled. In addition, as a local Council it is important that we lead the community to make decisions in line with this advice.

If the Council is minded to support the Christmas ‘walk through’ proposal, it is requested to set a budget for this project.

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 financial implications arising from this report.