



## 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 7<sup>th</sup> December 2020.

2<sup>nd</sup> Dec 2020

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

Thomas Foreman

Clerk to the Council

#### AGENDA

- 40 Attendance book and apologies for absence.
- 41 Declarations of interest in items on the agenda.
- 42 To confirm the minutes of the Virtual Town Council meeting held on 2<sup>nd</sup> November 2020
- 43 Announcements (For information only)
  - To receive announcements from
    - (i) The Town Mayor
    - (ii) The Clerk
- 44 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 7<sup>th</sup> December 2020.
  - (i) Norfolk Constabulary
  - (ii) County and District Councillors
    - Report from Councillor John Ward
  - (iii) Members of the public
- 45 Finance
  - (i) Payments List vouchers
  - (ii) Bank Reconciliation Statement
  - (iii) Appointment of Internal Auditor (Roger Cantwell)
- 46 Tree Warden Report
- 47 Draft Minutes of Committee Meetings
  - (i) Virtual Planning and Environment Committee held 9<sup>th</sup> November 2020
  - (ii) Virtual Finance and Staff Committee held 16<sup>th</sup> November 2020
- 48 Deer Signs on Plumstead Rd E – Correspondence Attached
- 49 Horsechestnut at River Green – Reports to follow
- 50 Budget 2020/21 – Report attached
- 51 Café – Confidential Report Attached

**Future Agenda Items.** (Not for discussion)

**Town Clerk - Dr Thomas Foreman**

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

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**Thorpe St Andrew Town Council  
Minutes of the Virtual Town Council meeting  
held on 2<sup>nd</sup> November 2020 at 7:30pm**

**29 PRESENT:**

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

**APOLOGIES:** Mr I Mackie, Mr T Fordham

**IN ATTENDANCE:** Dr T. Foreman (Town Clerk), and two members of the public

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

None

**31 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 5<sup>TH</sup> OCTOBER 2020**

The minutes of the meeting held on 5<sup>th</sup> October 2020 were agreed and signed as a true record.

**32 ANNOUNCEMENTS (For information only)**

To receive announcements from

(i) The Town Mayor- Mr J Fisher provided an overview of his activities during the previous month. This included work on the Pavement Parking Consultation, work on the upcoming Christmas light plans, discussions with the Environment Agency, as well as meetings relating to the provision of indoor activities for SEND children. Details of the Remembrance arrangements were explained given the Covid-19 regulations.

(ii) The Clerk- Dr T Foreman gave a brief overview of his meetings over the previous month, some of which had been mentioned by the Town Mayor. Further discussions had related to planning matters, dog agility projects, and residents relating to ongoing personal matters.

**33 PUBLIC PARTICIPATION –TO CONSIDER A MOTION TO SUSPEND THE MEETING TO ALLOW MEMBERS OF THE PUBLIC THE OPPORTUNITY TO ADDRESS THE MEETING LIMITED TO 3 MINS EACH**

The Meeting was suspended following a proposal from Mr J Fisher, seconded by Miss S Lawn.

(i) Norfolk Constabulary – A overview of information provided by Norfolk Constabulary was provided to the meeting.

(ii) County and District Councillors –

Mr N Shaw updated the Town Council that he had once again been made Vice-Chairman of SASSIG.

An update on the work of the District Council was provided by Mrs T Mancini-Boyle including the protocol for handing out grants. In addition, the enforcement or non-enforcement of Council Tax collection is being considered.

Miss S Lawn provided details of the work by the Headteacher at Dussindale Primary School regarding car parking on Vane Close, and requested she be contacted to highlight the appreciation of Councillors.

Dr T Foreman provided a County Council update on behalf of Mr I Mackie which included the County and Public Health preparations for the second lockdown, the hardship fund available over Christmas, the County Council budget consultations, the successful County Council audit, and work relating to traffic at Hillside Avenue School.

(iii) Members of the public

Members of the public attended to speak on matters relating to the emergency plan, as well as the boats at Thorpe Island.

#### **34 FINANCE**

(i) Payments List: Voucher numbers 518 to 604 totalling £38,758.96 were noted.

(ii) Bank Reconciliation Statement was agreed and signed as a true record.

#### **35 DRAFT MINUTES OF COMMITTEE MEETINGS**

(i) Plans Meeting held 12<sup>th</sup> October 2020 - were noted

(ii) Finance & Staff held 19<sup>th</sup> October 2020 - were noted

(iii) Events and Media held 30<sup>th</sup> September 2020 - were noted

#### **36 PAVEMENT PARKING CONSULTATION**

The Town Council considered the draft response to the pavement parking consultation. There were some comments related to the use of driveways, verge parking and important transit routes. Other than minor changes, it was **AGREED** for the submission to be made to the Department for Transport on behalf of the Town Council.

#### **37 EMERGENCY COMMUNITY PLAN**

Dr T Foreman provided an overview of the Community Emergency Plan and the Coronavirus and Influenza Contingency Plan. It was explained that the plans had been adopted in March 2020, prior to the initial coronavirus lockdown. However, it was explained that in terms of community response, the Town Council has a very limited role and no statutory authority as this is a District and County Council responsibility. Despite this, Thorpe St Andrew Town Council is one of the best prepared local Councils due to the machinery it has available for snow. The Council requested further details of working arrangements during weekends. It was confirmed that there is solo working during the weekends and therefore it is unlikely some work related to chainsaws would take place. Dr T Foreman further explained that any request for the Town Council to take action during an emergency would come from the District Council. All requests from Councillors should go to the Town

Mayor/Deputy Town Mayor who will correspond with the Town Clerk regarding the requests.

Arising from a question regarding grit bins, it was requested that it be suggested to the Highway Authority that South Avenue junction Western Avenue be considered for a grit bin. It was further suggested that a secondary keyholder, in addition to the Town Clerk, be included in the Plan. Dr T Foreman confirmed the Parks and Estates Manager would be added to the plan. It was proposed by Mr J Fisher, seconded by Mr S Snelling and **RESOLVED** to approve the plans.

### 38 **BOATS AT THORPE MARSHES**

Dr T Foreman provided an overview of correspondence related to the boats at Thorpe Marshes and photos which had been provided showing a number of boats in a state of poor repair and others which had sunk. The relevant duties and powers of the navigation authority and Norwich City Council were discussed, in addition to the reasons why some sunken boats were not immediately refloated. There was considerable concern about these boats, in addition to a number of others in the network. The Council felt a number of the concerns echoed those raised by other organisations such as the Broads Society, in addition to other Councils in the area. Given this, and other concerns about the Broads, it was **AGREED** to contact the Broads Society and other Town/Parish Councils in the Broads with a view to establish a Broads Local Council Network, enabling first-tier Councils to speak with more unity on matters of community importance.

### 39 **RURAL MARKET TOWN GROUP**

The Town Council received correspondence from the Rural Market Town Group inviting membership of the Group. It was felt that the Group would better suit other communities with a traditional market place and rural setting. Therefore, the request to join was **REFUSED**.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

10 NOV 2020

44 (ii)

8<sup>th</sup> November 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/SNDC has received £1.044m from the Government to give more support to rough sleepers and to implement a Housing First policy which will allow us to employ two dedicated officers for BDC and SNDC

BDC has made a £300 'Keep it Going' grant to Sprowston District Girl Guides to supplement their hall hire fees as their income has been reduced during lockdown. A £300 grant has also been made to Sprowston Supporting our Community Together, to allow them to keep their phone forwarding service and card processing system.

At the last Planning Meeting on 4<sup>th</sup> November, a proposal for a Paintballing operation, just off the Broadland Northway at Drayton Drewray was unanimously rejected mainly on grounds of insufficient parking.

### **Norfolk County Council**

NCC will be providing £200,000 to ease Christmas hardship amongst vulnerable people and families needing support. Details are available on the NCC website.

The Gritters were out on the night of 3<sup>rd</sup> November on their first run of the year. A full gritting run is 2,200 miles of road. 16,000 tonnes of rock salt is in store and more will be obtained if needed.

Apple is being sued in a class action lawsuit led by Norfolk County Council. The lawsuit alleges that Apple boss, Tim Cook, made false and misleading statements about iPhone sales. NCC runs the £3.8bn Norfolk Pension Fund which holds shares in Apple.

## Thorpe St Andrew Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
619 Telephone	27/10/2020		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
620 Telephone	27/10/2020		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
621 Telephone	27/10/2020		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	48.58	9.72	58.30
622 Telephone	27/10/2020		Bank 1 Current Accou	online	Telephone - Town Hall	Talk Talk	S	34.95	6.99	41.94
623 Bus shelters	28/10/2020		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	125.00	0.00	125.00
624 Wheeled/litter/dog bins	30/10/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	138.74	27.75	166.49
625 Wheeled/litter/dog bins	30/10/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	93.60	18.72	112.32
626 Wheeled/litter/dog bins	30/10/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.74	4.35	26.09
627 Cleaning and cleaning mater	30/10/2020		Bank 1 Current Accou	online	Polybags	Polybags Ltd	S	734.31	146.87	881.18
628 Stationery	30/10/2020		Bank 1 Current Accou	online	Stationery	Iris software group	S	43.00	8.60	51.60
629 Town/neighbourhood plan	30/10/2020		Bank 1 Current Accou	online	Survey	Survey Monkey	E	29.17	0.00	29.17
630 Office equipment	30/10/2020		Bank 1 Current Accou	online	trolleys	Amazon	S	62.46	12.51	74.97
631 Health and Safety	30/10/2020		Bank 1 Current Accou	online	Fogger	Amazon	S	224.17	44.83	269.00
632 Computer/Photocopier	30/10/2020		Bank 1 Current Accou	online	Computer equipment	Adobe	S	12.64	2.53	15.17
633 Computer/Photocopier	30/10/2020		Bank 1 Current Accou	online	Computer equipment	Amazon	S	46.51	9.30	55.81
634 Health and Safety	30/10/2020		Bank 1 Current Accou	online	Health and safety equip	Amazon	S	33.32	6.67	39.99
635 Computer/Photocopier	30/10/2020		Bank 1 Current Accou	online	Computer equipment	PC World	S	291.64	58.32	349.96
636 Subscriptions	30/10/2020		Bank 1 Current Accou	online	Subscription	Amazon	E	7.99	0.00	7.99
637 Subscriptions	30/10/2020		Bank 1 Current Accou	online	Subscription	Indesign	E	25.28	0.00	25.28
638 Bank charges	30/10/2020		Bank 1 Current Accou	online	Bank charges	LLoyds Bank	E	6.50	0.00	6.50
639 Mayor's expenses	03/11/2020		Bank 1 Current Accou	online	Mayors reception	Sainsburys	E	12.55	0.00	12.55
640 Computer/Photocopier	03/11/2020		Bank 1 Current Accou	online	Computer equipment	PC World	S	183.30	36.66	219.96
641 Mayor's expenses	03/11/2020		Bank 1 Current Accou	online	Mayors reception	Nannys Cakes Cafe	E	43.75	0.00	43.75
642 Telephone	03/11/2020		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	14.77	2.95	17.72
643 Telephone	03/11/2020		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	75.53	15.11	90.64
644 Gas	03/11/2020		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	L	93.55	4.67	98.22
645 Verge cutting	04/11/2020		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	230.00	46.00	276.00
646 Health and Safety	04/11/2020		Bank 1 Current Accou	online	Health and safety equip	Ian Smith	S	194.45	38.89	233.34
647 Stationery	04/11/2020		Bank 1 Current Accou	online	Stationery	Ian Smith	S	117.65	23.53	141.18
648 Town Hall	04/11/2020		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	45.53	9.10	54.63
649 Town Hall	04/11/2020		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	257.92	51.57	309.49
650 Cleaning and cleaning mater	04/11/2020		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	620.00	0.00	620.00
651 Cleaning Toilets	04/11/2020		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	620.00	0.00	620.00
652 Water	10/11/2020		Bank 1 Current Accou	online	Water charges - Roxley Hall	Anglian Water	E	59.46	0.00	59.46
653 Morse - gas	10/11/2020		Bank 1 Current Accou	online	Gas charges - Morse	Total Gas & Power	L	224.40	11.22	235.62
654 Fenn salary										

45(!)

# **Thorpe St Andrew Town Council** **PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
655	Fenn - pension employer	11/11/2020									
656	Sayer salary	11/11/2020									
657	Sayer - pension employer	11/11/2020									
658	Bass - salary	11/11/2020									
659	Bass - pension employer	11/11/2020									
660	Foreman salary	11/11/2020									
661	Foreman - pension employer	11/11/2020									
662	Calver salary	11/11/2020									
663	Calver pension employer	11/11/2020									
664	Jones salary	11/11/2020									
665	Jones pension employer	11/11/2020									
666	Wedge-Clarke Salary	11/11/2020									
667	Wedge-Clarke pension empl	11/11/2020									
668	McCarthy Salary	11/11/2020									
669	McCarthy pension employer	11/11/2020									
670	Flack salary	11/11/2020									
671	Flack pension employer	11/11/2020									
672	Foreman salary	11/11/2020									
673	Foreman employers nic	11/11/2020									
674	Sayer salary	11/11/2020									
675	Sayer - NIC employer	11/11/2020									
676	Bass - salary	11/11/2020									
677	Bass - NIC employer	11/11/2020									
678	Calver salary	11/11/2020									
679	Calver -employers nic	11/11/2020									
680	Student loan	11/11/2020									
681	Jones salary	11/11/2020									
682	Jones nic employer	11/11/2020									
683	McCarthy Salary	11/11/2020									
684	McCarthy employers nic	11/11/2020									
685	Wedge-Clarke Salary	11/11/2020									
686	Wedge-Clarke employers nic	11/11/2020									
687	Flack salary	11/11/2020									
688	Flack employer nic	11/11/2020									
689	Fenn salary	11/11/2020									
690	Fenn - NIC employer	11/11/2020									
691	Foreman salary	11/11/2020									
692	River Green maintenance	11/11/2020									
693	Fenn salary	11/11/2020									

## Thorpe St Andrew Town Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
694	Bass - salary	11/11/2020									
695	Sayer salary	11/11/2020									
696	Calver salary	11/11/2020									
697	Jones salary	11/11/2020									
698	McCarthy Salary	11/11/2020									
699	Wedge-Clarke Salary	11/11/2020									
700	Flack salary	11/11/2020									
701	Water charges	11/11/2020		Bank 1 Current Accou	online	Water charges - Cemetary	Anglian Water	E	27.32	0.00	27.32
702	Photocopy charges	11/11/2020		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	37.05	7.41	44.46
703	Events one off purchase	11/11/2020		Bank 1 Current Accou	online	Leaflets	Colour Print	E	227.06	0.00	227.06
704	Maintenance contract	11/11/2020		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
705	Soccer marking	11/11/2020		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	212.83	42.57	255.40
706	Field maintenance contract	11/11/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	651.67	130.33	782.00
707	Field maintenance contract	11/11/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	465.50	93.10	558.60
708	Health and Safety	11/11/2020		Bank 1 Current Accou	online	Posters	G Sign	S	68.00	13.60	81.60
709	Town Hall	11/11/2020		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	83.35	16.67	100.02
710	Town Hall	11/11/2020		Bank 1 Current Accou	online	Credit note	M D Thompson	S	-41.67	-8.33	-50.00
711	Electricity Toilets River Greer	11/11/2020		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	37.39	1.87	39.26
712	Park maintenance	11/11/2020		Bank 1 Current Accou	online	Goods	Trade UK	S	34.97	6.99	41.96
713	Fuel	16/11/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	154.78	30.95	185.73
714	Fuel & machinery mainten	16/11/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	71.31	14.26	85.57
715	Electricity	24/11/2020		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	615.02	123.00	738.02
716	Electricity	24/11/2020		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	59.69	2.98	62.67
717	Electricity	24/11/2020		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	S	228.09	45.62	273.71
718	Electricity	24/11/2020		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	41.06	2.05	43.11
719	Telephone	24/11/2020		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
720	Vehicle lease	24/11/2020		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
721	Mayor's expenses	24/11/2020		Bank 1 Current Accou	online	certificate frames	Amazon	S	23.29	4.66	27.95
722	Town/neighbourhood plan	24/11/2020		Bank 1 Current Accou	online	Survey	Survey Monkey	E	58.34	0.00	58.34
723	Subscriptions	24/11/2020		Bank 1 Current Accou	online	Subscription	Adobe	E	40.45	0.00	40.45
724	Subscriptions	24/11/2020		Bank 1 Current Accou	online	Subscription	Amazon	E	7.99	0.00	7.99
725	Tree expenditure	24/11/2020		Bank 1 Current Accou	online	Goods	Ben Burgess	S	48.61	9.72	58.33
726	Dussindale maintenance	24/11/2020		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
727	Hillside maintenance	24/11/2020		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
728	Field maintenance contract	24/11/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	210.00	42.00	252.00
729	Field maintenance contract	24/11/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	350.00	70.00	420.00
730	Newsletter	24/11/2020		Bank 1 Current Accou	online	Newsletter delivery	Richard Clarke	E	330.00	0.00	330.00
731	Buildings & amenity areas	24/11/2020		Bank 1 Current Accou	online	Container	Cleveland Containers	S	4,290.00	858.00	5,148.00
732	Buildings & amenity areas	24/11/2020		Bank 1 Current Accou	online	Grit bins	Collier Turf Care Ltd	S	1,550.00	310.00	1,860.00



## Thorpe St Andrew Town Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
733	Electricity	24/11/2020		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	367.76	18.39	386.15
734	Buildings & amenity areas	24/11/2020		Bank 1 Current Accou	online	Knee rail	G & G Fencing	S	1,774.10	354.82	2,128.92
735	Telephone	24/11/2020		Bank 1 Current Accou	online	mobile cover	Amazon	S	4.16	0.83	4.99
736	Human Resources H&S Cove	24/11/2020		Bank 1 Current Accou	online	Employment law services	Neathouse	S	2,041.20	408.24	2,449.44
737	Legal charges	24/11/2020		Bank 1 Current Accou	online	Legal fees - River Green	Norfolk County Council	S	591.10	118.22	709.32
738	Xmas Event	24/11/2020		Bank 1 Current Accou	online	Xmas sign in form trail maps e	Norfolk Geeks	E	450.00	0.00	450.00
739	Tree expenditure	24/11/2020		Bank 1 Current Accou	online	Tree work	Plantscape	S	1,660.00	332.00	1,992.00
740	Town Hall	24/11/2020		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	41.67	8.33	50.00
741	Town Hall	24/11/2020		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	57.78	11.56	69.34
742	Energy charge	24/11/2020		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	1,847.43	369.49	2,216.92
743	Health and Safety	24/11/2020		Bank 1 Current Accou	online	Health and safety equip	Amazon	S	29.44	5.89	35.33
744	Town Hall	24/11/2020		Bank 1 Current Accou	online	Cable ties	Trade UK	S	87.50	17.50	105.00
745	S137 payments and donator	25/11/2020		Bank 1 Current Accou	8460	Donation	The Poppy Appeal	E	500.00	0.00	500.00
746	Wheeled/litter/dog bins	30/11/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.74	4.35	26.09
747	Wheeled/litter/dog bins	30/11/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	138.74	27.75	166.49
748	Wheeled/litter/dog bins	30/11/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	117.00	23.40	140.40
749	Telephone	30/11/2020		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
750	Telephone	30/11/2020		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
751	Miscellaneous	30/11/2020		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	34.95	6.99	41.94
752	Bank charges	30/11/2020		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	6.50	0.00	6.50
753	Hire of equipment	07/12/2020		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	230.00	46.00	276.00
754	Grounds machinery maint	07/12/2020		Bank 1 Current Accou	online	Goods	Ben Burgess	S	114.72	22.94	137.66
755	Dussindale maintenance	07/12/2020		Bank 1 Current Accou	online	wasp nest	Burrell Pest control	E	55.00	0.00	55.00
756	Dussindale maintenance	07/12/2020		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	90.00	0.00	90.00
757	Dussindale maintenance	07/12/2020		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
758	Hillside maintenance	07/12/2020		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
759	Hillside maintenance	07/12/2020		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
760	Dussindale maintenance	07/12/2020		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
761	Soccer marking	07/12/2020		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	212.83	42.57	255.40
762	Field maintenance contract	07/12/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	651.67	130.33	782.00
763	Field maintenance contract	07/12/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	465.50	93.10	558.60
764	Field maintenance contract	07/12/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	210.00	42.00	252.00
765	Field maintenance contract	07/12/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	120.00	24.00	144.00
766	Field maintenance contract	07/12/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	120.00	24.00	144.00
767	Buildings & amenity areas	07/12/2020		Bank 1 Current Accou	online	Container	Cleveland Containers	S	1,430.00	286.00	1,716.00
768	Field maintenance contract	07/12/2020		Bank 1 Current Accou	online	Fertiliser/seed	Collier Turf Care Ltd	S	763.00	152.60	915.60
769	Field maintenance contract	07/12/2020		Bank 1 Current Accou	online	Fertiliser/seed	Collier Turf Care Ltd	S	1,781.00	356.20	2,137.20
770	Bus shelters	07/12/2020		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	135.00	0.00	135.00
771	Subscriptions	07/12/2020		Bank 1 Current Accou	online	Royalty charges	PPL PRS	S	8.22	1.64	9.86

## Thorpe St Andrew Town Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
772	Town Hall	07/12/2020		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	58.03	11.61	69.64
773	Subscriptions	07/12/2020		Bank 1 Current Accou	online	Software update	Time Systems	S	199.00	39.80	238.80
Total									51,125.48	5,592.32	56,717.80

## THORPE ST ANDREW TOWN COUNCIL

## BANK RECONCILIATION STATEMENT AS AT 30/11/20 FOR CURRENT AND DEPOSIT ACCOUNTS

<b>Balance at bank</b>	£
Current account bank 1	30200.07
Deposit account bank 1	428915.07
<b>Sub total - bank 1</b>	<u>459115.14</u>
Capital Account bank 2	55302.89
	<u>514418.03</u>

Unpresented cheques	Cheque number	Payee	Date	£
	8460	Poppy appeal	25/11/2020	-500.00

Total of unpresented cheques	<u>-500.00</u>
------------------------------	----------------

	<u>513918.03</u>
--	------------------

Balance at 31/3/20	241669.23
Plus receipts	<u>597285.50</u>
	838954.73
Less expenditure	<u>-325036.70</u>
	<u>513918.03</u>

Completed by: Jfenn

Date 1/12/20

Certified by: TFOREMAN

Date 1/12/20

1<sup>st</sup> December 2020

**Update from Thorpe St Andrew Tree Warden**

Dear members of Thorpe St Andrew Town Council,

I hope you are all well.

I wanted to write this short update to let you know that I have been helping Thorpe St Andrew High School plan a small orchard.

The school has set up a very successful allotment project and the orchard will compliment this. In total we plan to plant 10 fruit trees. The young people at the school will be involved in planting and caring for the trees and it is hoped that eventually the fruit will be used in the school kitchens and made into produce that can be sold.

Six apple trees will be provided by the Apples and Orchards project, the additional four fruit trees (2 x cherry, 1 x pear and 1 x plum) will be purchased through the Tree Warden budget.

I am excited to be part of this project and I will inform you once planting has taken place to let you know the outcome.

Yours sincerely,

Joanne Collins.

Tree Warden, Thorpe St Andrew

**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE VIRTUAL PLANNING AND ENVIRONMENT  
COMMITTEE MEETING  
HELD ON 9<sup>TH</sup> NOVEMBER 2020**

**PRESENT:**

Mr J Fisher	Mrs J Fisher
Mr F Bowe	Mr P Berry
Mr S Snelling	Mr T Garner

**1. In Attendance:** Dr T Foreman (Town Clerk) and four members of the public.

**Apologies for Absence:** None

**2. Declarations of Interest:** Mr J Fisher and Mrs J Fisher declared an interest on application 20201798 (96-98 Yarmouth Road) as residents near the proposed site. Dr T Foreman declared an interest on application 20201798 (96-98 Yarmouth Road) as the applicant is known to him.

**3. Minutes of meeting held on 12<sup>th</sup> October 2020**

The minutes of the meeting held on 12<sup>th</sup> October 2020 were signed and approved as a true record.

**4. Planning Items Raised by Residents-**

Members of the public spoke on matters relating to 96-98 Yarmouth Road, Land adj 77 Thunder Lane, 48 Charles Avenue, 31 Fiennes Road, and 1 Cavalier Close.

**5. Planning Applications**

<b>20201798</b>	<b>96-98 Yarmouth Road</b>	<b>Erection of two semi-detached 2 bedroom dwellings</b>
-----------------	----------------------------	--

Objections due to the constraints of the site. Specifically the loss of amenity, impact on nearby residents, limited access to the site, and no defined car parking.

<b>20201885</b>	<b>Land adjacent to 77 Thunder Lane, South Avenue</b>	<b>New dwelling with access</b>
-----------------	---	---------------------------------

Objections due to the impact on conservation area, as well as the initial loss of trees and likely negative impact on retained trees on the site. The proposal negatively changes the street scene and is detrimental to the appearance of the Thorpe Ridge.

<b>20201936</b>	<b>The Buck, 55 Yarmouth Road Variation of condition 2 following grant of permission 20200284 – change in bollard design</b>
-----------------	--

The Town Council object to the proposed plans. The application is not in keeping with the original permission. The proposed bollards are too large and will impact negatively on the conservation area. Any proposals should enhance the conservation area, as this site is an important part of the town. The proposal does not mirror those posts on River Green, as they are substantially bigger than the ones they replace. This combined with the number of bollards also create an unacceptable cumulative impact.

**20201943      48 Charles Avenue      Part first floor extension to rear elevation and replacement of existing conservatory with new permanent structure**

No objections

**20201970      171 Plumstead Road East      Single storey rear extension & conversion games room to bedroom**

No objections

**20201956      116 Williams Way      Variation of condition 2 of 20190997 – amend position of the vehicular access to the site to a central position on the boundary**

No objections

**20202002      6 School Lane      Proposed first floor extension to add bedroom with en-suite**

No objections

**20202013      10 Saint Andrews Avenue      Proposed first floor side extension and dormers to front and rear**

No objections

**20202014      31 Fiennes Road      Demolish part of existing garden wall and construct new wall**

closer to boundary, including new gates

No objections

**20201317      1 Cavalier Close      Proposed internal renovations including garage conversion and a double storey extension to side of dwelling – amended**

No objections

**20202035      9 Birkbeck Way      Proposed single storey front, side & rear extension**

No objections

**20201880      Variation of condition 1 of 20190485 pursuant to condition 2 of outline permission 20170104**

No objections

**20202020      11 Oak Avenue      Flat roof extension to rear of property**

No objections

**Information Only**

**Confidential- Enforcement Notices**

Urgent Matters not on the Agenda but previously discussed with the Chairman.

**Meeting closed at 21.30hrs**

Chairman \_\_\_\_\_ Date \_\_\_\_\_

## Minutes of Virtual Finance and Staffing Committee Meeting held on 16<sup>th</sup> November 2020

### 1. PRESENT:

Miss S Lawn (Chairman)  
Mr F. Bowe  
Mr J. Emsell

Mr I Mackie  
Mr J. Ward

Mr J. Fisher  
Mr S. Snelling

IN ATTENDANCE: Dr T Foreman (Town Clerk), Mrs J Fenn (RFO)

### APOLOGIES FOR ABSENCE

Mr L. Reeves

### 2. **Declarations of Interest**

Mr S Snelling as a member and officer of the Royal British Legion (Thorpe Branch)

### 3. **Minutes of Meeting held on 19<sup>th</sup> October 2020**

Minutes of the meeting held on 19<sup>th</sup> October 2020 were approved and signed as a true record.

### 4. **Public Session – Limited to 3 minutes per speaker**

None

### 5. **Budget 2021/22**

The Committee considered the details of the Budget 2021/22 presented by Mrs J Fenn. It was requested to consider the budget line by line, with members of the Committee considering matters relating to reserves, future capital projects, building maintenance, and event spends. There were questions related to the hire fees of community buildings and it was confirmed that there would be no increase for hire costs at Roxley Hall and the Town Hall to assist businesses following Covid-19. It was explained that some projects would continue to be delivered including the new workshop project and some elements of the parks plans.

There were also questions regarding staffing priorities and it was confirmed that the budget retained the currently vacant Parks and Estate Officer post which will be filled in the coming months, along with a new Parks and Estate apprentice post.

It was proposed by Miss S Lawn, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to recommend adoption of the draft budget for 2021/22 to the Town Council.

### 6. **Donation to the Royal British Legion**

Dr T Foreman gave a verbal report relating to the Royal British Legion. It was confirmed that the Town Council had budgeted £500 for the annual Remembrance Parade, but as this had not happened there was budget available as a donation to the Poppy Appeal. The Committee remarked at the difficulties for the Poppy Appeal given the Covid-19 restrictions. It was proposed by Miss S Lawn, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to donate £500 to the Royal British Legion Poppy Appeal.

With no other business the meeting closed at 21.00hrs

Date of next meeting to be confirmed

Chairman \_\_\_\_\_

Date \_\_\_\_\_



48

Dear Thomas, staff and councillors

I have received this reply from Norfolk County Council with regard to my query about the possibility of putting a road sign up to warn drivers as they progress eastwards towards Thorpe End that deer might be crossing Plumstead Road East. There is one warning drivers who are driving west towards Norwich city.

There was also a recent article concerning this in the Eastern Daily Press, and I have attached a screenshot of it.

58

Tuesday, November 24, 2020 | Eastern Daily Press

## Feature

# Danger time for deer and drivers is amplified by lockdown

We're now in peak season for deer on our roads, spelling danger for East Anglian drivers as **Nick Richards** reports

**D**espite the fact we're more than half way through a four-week lockdown, quieter roads across Norfolk and Suffolk could pose more of a danger to our deer population.

East Anglia is the epicentre of increased incidences of dead and alive deer spotted by drivers, with the area around The Red Knap on the Norfolk-Suffolk border a well known hotspot for deer collisions in the region.

There are three main dangers right now - a combination of seasonal migrations, a twilight rush hour and quieter lockdown roads could lull animals into a false sense of security.

A survey between The AA and the British Deer Society revealed that two thirds of people most likely to be driving later in the evening said they encountered more deer and other animals on the road during the first lockdown and afterward. An AA survey among 13,800 members found the epicentre of deer encounters and collisions was in the east of England.

While one in 20 drivers across the UK said they had seen more deer killed or running on the road during or since the spring lockdown, that figure shot up to one in nine in eastern counties.

Of particular concern to the British Deer Society and the AA are the high percentages of the young and less experienced drivers who have run into deer and other wildlife on these quieter roads.

While, overall, 15% of UK drivers have seen an increase in deer and other wildlife on roads during or since the lockdown, 32% of 18 to 24 year olds have come across more animals while driving.

On motor roads, 17% of those younger drivers, probably because they are most likely to drive in the evening for sport and social

activities, have encountered more live deer and 9% have seen more dead deer.

On main roads, among the same age group of drivers, 13% have seen more alive deer and 10% have seen more carcasses.

David McAuley, British Deer Society's CEO, said: "Road traffic accidents involving deer are sadly an all too frequent occurrence in the UK as well as in many other countries, especially in autumn and early winter, during breeding season. We would urge drivers to be extra careful especially on roads where there are wildlife warning signs, and also driving through rural areas."

"The quieter roads due to Covid 19 restrictions have also made this year's statistics more concerning and we would especially urge all drivers to be more deer aware as the evidence shows an increase in collisions during the first Covid-19 lockdown."

### These tips will help if you see a deer

- Driving deer aware means reducing speed and watching out for deer on the edge of the road, especially at dawn and dusk. If you see a deer crossing in front of your car, slow down and expect more to follow. After dark, do use full beam when there is no opposing traffic, but when a deer or other animal is noted on the road, dim your headlights.

- Do not swerve to avoid deer - it could result in a more severe crash. And only brake sharply and stop if there is no danger of being hit by following traffic. If an accident does occur, drivers and passengers should not attempt to remove dead or injured deer.

- Call the police, giving as precise a location as you can. They will deal with road safety issues and have access to specialists who will know the best course of action for the animal if it is alive.



Edmund King, the AA's president said: "AA members and patrols had reported a greater incidence of deer and other wildlife on roads during the lockdown and for a while after. Alive and dead deer were being spotted on roads you would not normally expect to see them, such as closer to and even within villages and other places of human population."

The AA survey illustrates and quantifies the risk of increased wildlife collisions when roads become quieter with pubs and other evening hospitality closed or reducing their opening hours because of the coronavirus. There is a clear warning to evening and early morning drivers in general to be on their guard, but in particular young drivers who are more active on the roads at night.

For more advice visit [www.deeraware.com](http://www.deeraware.com)

What should you do if you hit an animal in Norfolk or Suffolk?

- You must stop and call the police if you hit a dog, horse, cow, pig, goat, sheep or donkey.
- You must do this as quickly as you can, whether the animal is killed or not.
- You can report any dead animals you find on the road to the local council - this includes wild animals like badgers and foxes, as well as domestic pets such as cats and dogs.

For more information, see [www.gov.uk/report-dead-animal](http://www.gov.uk/report-dead-animal)

Main: A deer crosses a road in The Red Knap. Left: deer in Suffolk. Right: a deer warning sign. Picture: ANCHART

I wondered if you might be able to help?

Kind Regards

To whom it may concern,

I am unsure of who would be able to deal with this enquiry but I would like to bring this to your attention.

I travel by car along Plumstead Road East, Norwich (Dussindale Drive junction to South Hill Road junction) early every morning, around 4am, and have done for many years. I am becoming increasingly concerned about the numbers of Monkjack deers and other animals that are present at the side of the road or crossing in front of moving vehicles. I have had a number of near misses myself and seen other vehicles swerve to avoid the animals. The amount of dead animals on this stretch of road is also very alarming. I drive well below the required speed limit but other vehicles unaware of these animals crossing do not.

Is there anything that can be done to increase the safety of road users as a serious accident is a real possibility at present. I imagine all the ongoing house building has pushed the animals into the woods around the Thorpe area and this is only going to continue.

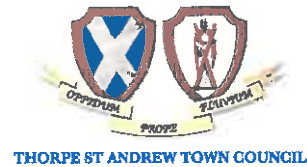
I look forward to your response(s) and thank you in advance for any safety measures that could be implemented.

(This correspondence has been shared with Norfolk County Council, Broadland District Council & Thorpe St Andrew Town Council)

Kind Regards

Association Way  
Thorpe St Andrew

# Thorpe St Andrew Town Council



**Town Council : 7<sup>th</sup> December 2020**

**Horsechestnut at River Green**

**Agenda Item: 49**

## **Cover Note for Professional Reports**

Most recent inspection reports plus reports from 2007 attached.

The following should be noted when comparing the two tomograph reports.

2007 results taken at ground level only (30cm) indicated 14% decay

2020 results taken at ground level (30cm) indicated 45% decay

Additional readings in 2020 were also requested to be taken at 2.4m and 4.8m. These additional readings indicated 41% and 20% solid wood.

Work to reduce weight within the tree canopy will assist in reducing the risk of further limb drop but due to the size of the tree and the cavities present; the risk of future branches failing will remain.

Remedial work as recommended will cost in the region of £3k. It should be noted that inspections for bats will be required prior to all canopy work.

Due to the accessible nature of the site and high volume of footfall, safety inspections every 6 months will be a minimum requirement.

Darrin Sayer  
Parks & Estates Manager  
Thorpe St Andrew Town Council  
Town Hall  
Fitzmaurice Park  
Pound Lane, NR7 0UL

## **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 **ongoing** financial implications arising from this report.



**Aerial Inspection of the Horse Chestnut  
at Thorpe St Andrew River Green, Yarmouth Road, Norwich**

Prepared for Darrin Sayer

October / November 2020

Written by Rupert Ellingham of Plantscape Tree Services Ltd,  
Church Nursery, East Carleton, Norfolk NR14 8HT

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**Plantscape Tree Services Ltd.** Registered in England and Wales Reg. No. 07575867 VAT No. 210110402  
■ tree pruning, felling & dismantling ■ stump grinding & site clearance ■ hedge trimming, reduction & removal ■ tree & hedge planting & relocation ■ tree surveys & safety reports ■ seasoned firewood & woodchip

**Plantscape Exterior Ltd.** Registered in England and Wales Reg. No. 04529748 VAT No. 750665818  
■ grounds maintenance ■ vegetation management ■ noxious and invasive weed control ■ hard and soft landscaping ■ snow clearing and winter gritting

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■ reception & office planters ■ malls & atriums ■ facade planting - window boxes, summer flowering baskets & roof gardens ■ live & artificial displays ■ short term hires ■ contract fresh flower arrangements



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Aerial Inspection of the Horse Chestnut at Thorpe St Andrew River Green © Plantscape Tree Services Ltd.  
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## **1.0 Terms of Reference**

- 1.1 The large mature Horse Chestnut tree is situated on Thorpe St Andrew River Green to the south of Yarmouth Road in Thorpe St Andrew, Norwich. Yarmouth Road borders the tree to the north and the River Yare borders the tree to the south. Both the road and river are within falling distance of the tree and there is high pedestrian footfall around the tree throughout the year.
- 1.2 The aim of this inspection and report is to assess the aerial parts of Horse Chestnut tree for health and safety purposes and to provide recommendations for any remedial work. It does not look to repeat the work carried out in the PiCUS Sonic Tomograph report but instead focuses on the aerial parts of the tree not necessarily visible from ground level. It should therefore be read in conjunction with the PiCUS report.
- 1.3 The aim of both surveys is to fulfil the owner's duty of care as a landowner and to ensure, as far as is reasonably practicable, that the tree does not pose a significant risk to the public and property.

## **2.0 Tree Survey Methodology**

- 2.1 The aerial inspection was carried out from a rope and harness with the aid of a soft hammer, probe and tape measure on the 15<sup>th</sup> October 2020. It did not include below ground investigations or decay detection. The assessment is based on what was visible at the time and recommendations made are subject to the knowledge and expertise of the author. The weather at the time of the inspection was reasonable with a light wind and good visibility.

## **3.0 Competence and Training**

- 3.1 The survey was completed by Josh Tomlinson and Rupert Ellingham. Rupert has attained a Bachelors of Science with Honors in Horticulture with a specialism in tree management (BSs (Hons) Hort) and a Foundation Degree of Science in Landscape Design and Management (FdSc LDM). Rupert has also undertaken a range of continued professional development and training in the field of tree hazard inspection and holds the industry standard LANTRA Professional Tree Inspection qualification. Rupert is a Technician Member of the Arboricultural Association (TechArborA) and heads Plantscape Tree Services, a company with Approved Contractor status with the Arboricultural Association.

#### 4.0 Tree Location Plan



Map date: Google, Digital Globe



## 5.0 Tree Survey Data

Thorpe St Andrew River Green

Client: Thorpe St Andrew Town Council

Tree No: 3987

Date of Inspection: 15/10/20

Species: Horse Chestnut

PLANTScape TREE SERVICE

Photo No. with Description

Inspecting unions, cavities, decay, fungal growth and general structural integrity of tree

Location of Area (Union) (Cavity) (Fungal) (Other)

SW NE

Photo of tree

Photo of main union at 3m

Cavity on SW side at 5m

Cavity on N side at 7m

Wound with water collecting in upper band

Callused wood mistaken for fungal growth

Cavity at top of tree with small weakly attached branch

1 main union at 3m

2 large cavity at 5m with rot cavity

3 decay from wounding in upper branch

4 cavity on N side at 7m (C2)

5 cavity in top branch with small weakly attached branch

Stem and Main Branches:

Swells and/or Cracks and/or unions

Physical Damage Post pruning

Shape of trunk/dieback

Leaves Dark

Leaves Green

Leaves Yellow

Leaves Red

Leaves Brown

Leaves Grey

Leaves Black

Leaves White

Leaves Other

Additional Notes:

Numerous wounds - cavities from past pruning

Tree No: 3987

Client: Thorpe St Andrew Town Council

Date of Inspection: 15/10/20

Species: Horse Chestnut

PLANTScape TREE SERVICE

Photo No. with Description

Inspecting unions, cavities, decay, fungal growth and general structural integrity of tree

Location of Area (Union) (Cavity) (Fungal) (Other)

SW NE

Photo of tree

Photo of main union at 3m

Cavity on SW side at 5m

Cavity on N side at 7m

Wound with water collecting in upper band

Callused wood mistaken for fungal growth

Cavity at top of tree with small weakly attached branch

1 main union at 3m

2 large cavity at 5m with rot cavity

3 decay from wounding in upper branch

4 cavity on N side at 7m (C2)

5 cavity in top branch with small weakly attached branch

Stem and Main Branches:

Swells and/or Cracks and/or unions

Physical Damage Post pruning

Shape of trunk/dieback

Leaves Dark

Leaves Green

Leaves Yellow

Leaves Red

Leaves Brown

Leaves Grey

Leaves Black

Leaves White

Leaves Other

Additional Notes:

Numerous wounds - cavities from past pruning

Reduce the south stem by 3m in height

Reduce the rest of crown via thinning

By spring 2021 you will find that this aerial topography has been created in the open (Cavities and all other related issues)

Josh Tomlinson

PLANTScape

15/10/20

Rupert Ellingham

PLANTScape

15/10/20



## 6.0 Photographs

6.1 Tree profile looking from the southeast – south stem to the left and north stem to the right.



6.2 Main union at 3 metres.



6.3 Cavity one on the southwest side of the south stem at 5 metres, with smaller cavity nearby.



6.4 Cavity two on the north side of the south stem at 7 metres.



6.5 Wound on upper branch on the southeast side at 6 metres.



- 6.6 Callus on the underside of the branch on the southeast side at 6 metres, which was mistaken for a fungal growth from ground level.





**6.7 Cavity at 17 metres in the centre of the tree with a small weakly attached branch above.**



## **7.0 Tree Assessment**

**Structure: Fair**

**Vitality: Fair**

- 7.1 The Horse Chestnut tree recently shed significant branches on the northeast side of the crown. These were removed and the torn branch stubs cut back on the day of the inspection. The tree had been reduced heavily in the past to prevent this from happening but has put on considerable growth since then, suggesting the tree still has reasonable vigour. Numerous cavities, from past pruning and branch loss, were observed throughout the crown of the tree. The larger, more notable cavities, which could lead to significant failure were recorded in this survey.
- 7.2 Cavity one is located on the southwest side of the south stem at 5 metres. It measures approximately 45cm tall, 24cm wide and 55cm deep. The stem diameter at this point is approximately 115cm.
- 7.3 Cavity two is located on the north side of the south stem at 7 metres. It measures approximately 28cm tall, 19cm wide and 37cm deep. The stem diameter at this point is approximately 100cm.

- 7.4 Both, cavity one and two showed little evidence of decay and the cavity walls were relatively solid when probed. The PiCUS Sonic Tomograph will confirm the full extent of decay around cavity one, as this was of most concern.
- 7.5 A small weakly attached branch above a cavity was also observed in the centre of the tree at approximately 17 metres.
- 7.6 A wound on the upper branch on the southeast side at 6 metres was also noted, as was a Callus on the underside of the branch, which was mistaken for a fungal growth from ground level. The wound on the upper side of the branch was relatively shallow, however, due to its orientation, collects water.

## **8.0 Tree Work Recommendations**

- 8.1 Due to the cavities on the south stem and weight bias of this stem to the south, it would be prudent to reduce the height of the south stem by approximately 3 metres (from 22 to 19 metres in height). The stem to the north should be reduced to the same height to prevent it being left exposed, and for aesthetic appearance. The rest of the tree should be reduced in size by thinning the outer crown and reducing it by up to 1 metre. The northwest side of the tree will need little pruning due to the recent loss of significant branches. The small weakly attached branch above the cavity in the middle of the tree at approximately 17 metres should also be removed to prevent it failing.

## **9.0 Permissions and Constraints**

- 9.1 Before commencing any of the recommended works it should be ascertained whether the site is within a Local Authority Conservation Area, or whether any of the trees are protected with Tree Preservation Orders (TPO). If the site is within a Conservation Area 6 weeks' notice must be given to the Local Authority prior to carrying out any work to the tree. If a TPO applies, written permission must be obtained from the Local Authority before carrying out the work. Dead and dangerous trees are exempt from TPO regulations, but 5 days' notice of work on such trees should be given before carrying it out.
- 9.2 Bats, nesting birds and some mammals are protected under the Conservation of Habitats and Species Regulations 2010, Wildlife and Countryside Act 1981 and (as amended) Wildlife and Countryside Act 2000. A wildlife assessment will be required prior to commencement of any tree work to assess the likelihood of disturbing or endangering any protected wildlife or habitat. If any protected species are present in any of the trees, or if the tree has a known bird nest or bat roost, then consultation with the Statutory Nature Conservation Organisation (SNCO) must be undertaken, prior to commencement of the work.
- 9.3 On the date of the survey the Horse Chestnut was not subject to a Tree Preservation Order, however, the tree is situated within a Conservation Area. No bird nests or bat roosts were identified during the survey.
- 9.4 All recommended tree work should be carried out in accordance with British Standard (BS3998:2010 Tree Work - Recommendations).

## **10.0 Survey Limitations**

- 10.1 Trees are dynamic organisms, subject to the forces of nature, and can fail without showing external symptoms of weakness or decay. In some circumstance's trees fail without any decay being present.

- 10.2 The owner's duty is not to maintain all trees in a perfectly safe condition but to take reasonable precautions to maintain public safety. This survey forms part of an on-going system to ensure this duty is met.
- 10.3 Subject to the recommended work being completed, the survey findings remain valid for 12 months. After this, the tree will require further inspections as prescribed in section 11 below.

## **11.0 Recommendations for Future Inspections**

- 11.1 Given the age, condition and location of the tree, periodic inspections will be required. It would be prudent to carry out basic tree inspections every 6 months and after storm or extreme weather events. Professional inspections should be carried out at a maximum of two-year intervals.

# DECAY DETECTION USING SONIC TOMOGRAPHY AT THORPE RIVER GREEN, YARMOUTH ROAD, NORWICH



Prepared for Plantscape Tree Services Ltd.

## **By A.T. Coombes Associates Ltd.**

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A.T. Coombes Associates Ltd Chartered Foresters and Consulting Arboriculturists  
atcoombes.com

## 1. Terms of Reference

- 1.1 The subject of this report is a horse chestnut (*Aesculus hippocastanum*) located on Thorpe River Green, Yarmouth Road, Norwich. The tree experienced a limb failure in the recent high winds and so a sonic tomogram was prescribed to ascertain the extent of any decay in the stem. The following report shows the results of this investigation.
- 1.2 The investigation was carried out using a Fakopp Arborsonic 3D Tomograph. The aim of the test was to assess the extent of the decay and produce an estimate of the biomechanical strength of the stem. Three tests were carried out, one at ground level, one at 2.4 m and one at 4.8 m.
- 1.3 Twelve acoustic transducers were placed around the stem. Each transducer was struck in sequence sending an acoustic signal through the tree which is detected by the other transducers. The speed at which the sound passes across the stem indicates the soundness of the wood. A slower sound signal usually infers decay because decayed wood is less resonant than intact wood. The collective rates of the soundwaves are processed by the software which interprets them graphically.

## 2. Competence and Training

- 2.1 The survey was completed by Jonathan Bundock who holds the industry standard LANTRA Professional Tree Inspection qualification and has undertaken continued professional development and training in the field of tree hazard inspection including the use and interpretation of the findings of the Acoustic Tomograph equipment.

## 3. Findings

- 3.1 The tomograms are displayed in Figure 3. They show 45%, 41% and 20% decay at ground level, 2.4 m, and 4.8 m respectively. The decay is limited to approximately the centre of the stem in all three cases.

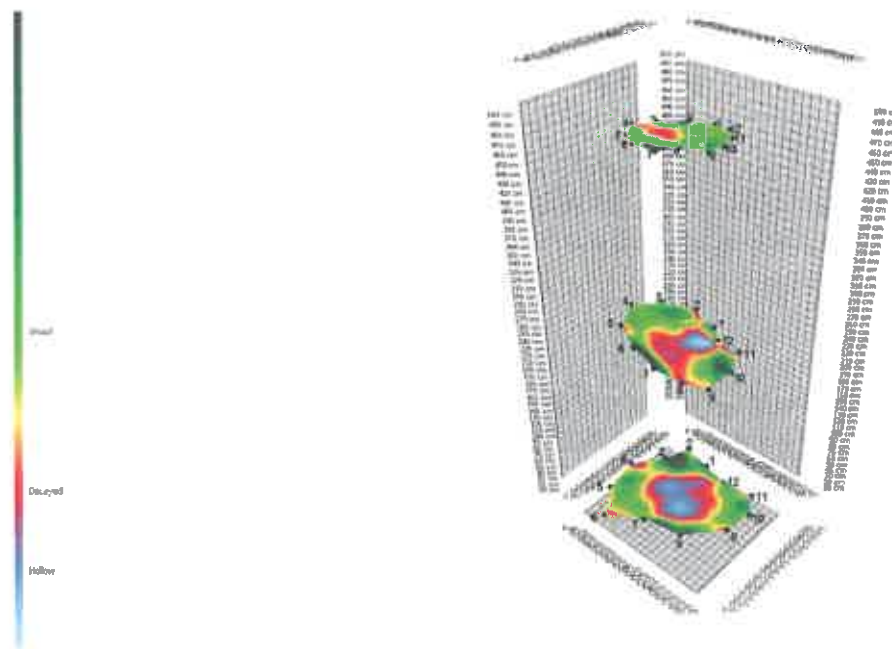
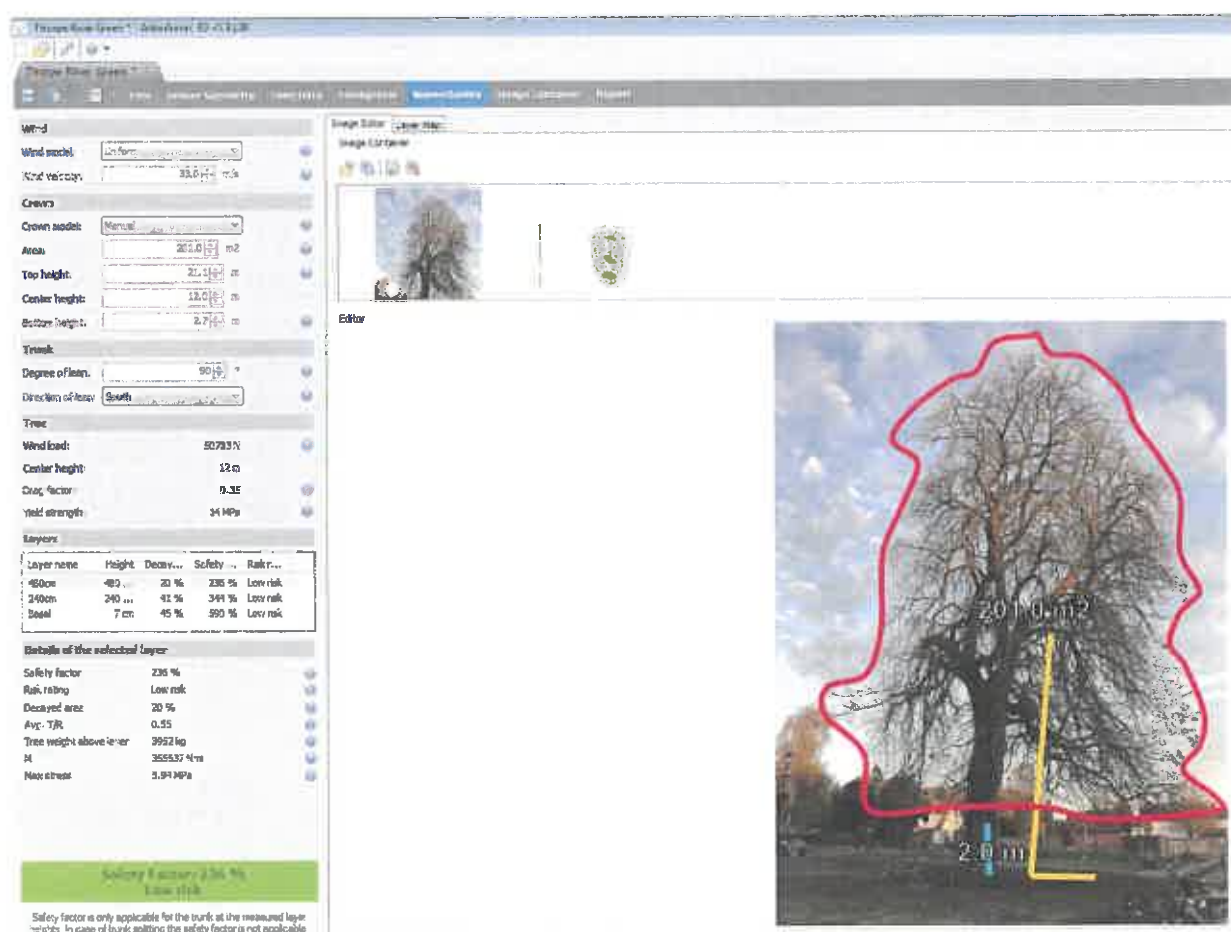


Fig 1: Graphical representation of the stem decay at ground level.

## 4. Biomechanical Assessment

- 4.1 The Fakopp software allows for an assessment of the biomechanical strength of the defects. This involves tracing the outline of the crown, inputting the height of the tree and the severity of any lean on a photograph of the tree taken from the direction of the prevailing wind. The software then calculates the sail area and, when the figure for maximum likely wind speed is entered, an estimate of the loading on the defect(s) and the propensity for them to fail is produced. The results are as follows:

Species	Height (m)	Sail area (m <sup>2</sup> )	Decayed Area	Safety factor (%)	Risk
Horse chestnut ( <i>Aesculus hippocastanum</i> )	21	201	45% at base 41% at 2.4 m 20% at 4.8 m	236	Low



4.2

- 4.3 The manufacturer of the equipment provides recommendations that a safety factor of 150% or more presents a low risk. A safety factor lower than 150% would warrant remedial work. The results of the test should be tempered with the judgement of the consulting arboriculturist.

## **5. Survey Limitations**

- 5.1 This assessment is a detailed investigation of the stem. It does not examine the structural integrity of roots or the strength of timber beyond the areas tested, in particular, the area below the plane tested and the upper part of the stem and branch framework.
- 5.2 Trees are dynamic organisms, subject to the forces of nature, and can fail without showing external symptoms of weakness or decay. In some circumstances, trees fail without any decay being present.

## **6. Conclusions and Recommendations**

- 6.1 No remedial work is required. However, given the prominence of the tree and the occupancy rate which is high in the summer, it would be prudent to address the loading on the weakest part of the tree which is likely to where the highest tomogram was taken. A light all-over reduction would be sufficient in abating the likelihood of failure from the parts discussed in this report.

**J. Bundock BSc Hons Env, Tech Cert Arbor A**

**A.T. Coombes Associates Ltd**

**12 November 2020**









# TREECARE

## Consultants Ltd

### TREE HAZARD RISK ASSESSMENT & CLIMBING INSPECTION REPORT

**CLIENT:** Thorpe St Andrew Town Council

**SITE:** Horse Chestnut Tree  
River Green  
Thorpe St Andrew  
Norwich

Nick Coleman MSc (Arb) MArborA  
Colin McDonald Tech Cert (ArborA)  
39 Catton Grove Road  
Norwich  
Norfolk  
NR3 3NJ  
Tel 01603 402621 / 403044



# TREE HAZARD RISK ASSESSMENT

<b>CLIENT</b>	Darrin Sayer Amenities Officer Thorpe St Andrew Town Council Morse Pavillion Laundry Lane Norwich NR7 OXQ
<b>SITE INSPECTED</b>	Horse Chestnut tree River Green Thorpe St Andrew Norwich
<b>INSPECTED BY</b>	Nick Coleman MSc (Arb) MArborA Colin McDonald Tech Cert (ArborA) TREECARE Consultants Ltd 39 Catton Grove Road Norwich NR3 3NJ Tel 01603 402621
<b>DATE OF INSPECTION</b>	28 March 2007

# **1. INTRODUCTION**

## **1.1. ASSIGNMENT**

We have previously carried out a decay assessment of the main stem of the Horse Chestnut tree on River Green, Thorpe St Andrew, Norwich and prepared a written report dated 14 February 2007. We have also been instructed to carry out a climbing visual hazard risk assessment of the tree.

## **1.2. QUALIFICATIONS AND EXPERIENCE**

We have based this report on our site observations and we have come to conclusions in the light of our experience. We have qualifications and experience in arboriculture and list the details in Appendix 1.

## **1.3 LIMITATIONS AND USE OF COPYRIGHT**

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We have no connection with any of the parties involved in this situation that could influence the opinions expressed in this report.

# **2. THE SITE**

## **2.1. SITE VISIT**

The climbing assessment was carried out by Nick Coleman, assisted by Colin McDonald. Also present was Darrin Sayer of Thorpe St Andrew Town Council. The weather at the time of inspection was warm, sunny and dry with good visibility/

## **2.2. SITE DESCRIPTION**

The tree assessed is positioned on River Green adjacent to Yarmouth Road (see photograph 1). The area around the tree is a public recreational green space with seating, information boards, river-side walkway and parking for vehicles launching boats. The tree is also adjacent to the public footpath and highway of Yarmouth Road. There is often concentrated pedestrian activity in the area, particularly in fine weather.

The tree is of significant amenity value and a focal point of the green. It is a mature, open grown specimen with a single robust stem which divides at 2m height into two co-dominant stems. The crown is full and spreading and of good form, typical of its species.

The tree shows signs of previous tree pruning, including some inappropriate large limb removal. This work was carried out many years ago and some of these pruning wounds show signs of decay and cavities. The investigation and assessment of these points is the focus of this report





Photograph 1

### 3. HAZARD RISK ASSESSMENT

The goal of a hazard risk assessment is to visually inspect trees for hazards which have a potential to cause harm to people or property.

#### 3.1. DUTY OF CARE

- The law assumes that the owner of a tree is the owner of the land surrounding the base of its trunk
- The person responsible for any tree has a duty, known in law as the **duty of care**, to take reasonable care to avoid acts or omissions which they could foresee would be likely to cause harm.
- In practice it is never possible to completely eliminate all danger. The law therefore simply requires that the owner takes reasonable care to identify possible sources of foreseeable danger and when hazards have been identified they should remove them as far as possible.
- **Negligence** is where a duty of care is not adequate. For example, when a tree owner fails to take necessary action, resulting in harm to people, animals or property.
- The law does not require or expect the impossible. The duty on owners is not to take every possible step to achieve perfect safety, as this would mean almost every tree being felled. The duty of the owner is rather to take all reasonable care to ensure that people are safe. What is "reasonable" must ultimately be a matter of judgement for the tree owner and their professional advisers (tree consultants).
- In order to provide an adequate duty of care, a tree risk assessment is necessary, in which two separate factors of **Hazard** and **Risk** are addressed.

#### 3.2. HAZARD AND RISK

- **Hazard** is the potential for the tree or part of the tree to cause harm. This relates to a tree's condition. (See the following tree hazards)
- **Risk** is the level of likelihood that a hazard identified will cause actual damage or harm.
- Risk is related to the location of the tree. It reflects the intensity of use of the immediate surroundings of the tree and the proximity of the tree to buildings or other structures. Any person, animal or property that is in range of risk of a tree hazard is known as a **target**.
- The level of risk is the relationship between the target value and the frequency of use within the target zone. For example, a mature tree with a large split and hanging limb in a remote woodland would be considered a high hazard but a low risk. The same tree on a busy urban road would be considered a high hazard and a high risk.

### **3.3. LEVEL OF RISK OF TARGET ZONES**

- **High risk:-** close to main public areas, eg well used assembly points, pedestrian routes, roads, footpaths, busy buildings and car parks.
- **Medium risk:-** open spaces, gardens, paths, roads of moderate use, occasionally used buildings and car parks.
- **Low risk:-** remote or inaccessible areas with low use with no high value targets, eg parkland, woodland and fields.

### **3.4. TREE HAZARDS**

Trees are living biological organisms as well as mechanical structures.

#### **Tree Mechanics**

A tree's individual mechanical structure is determined by many factors such as:-

- The need to display leaves for photosynthesis, flowers for pollination and seed for maximum dispersal.
- The availability of natural resources such as water, nutrients and minerals.
- Different species have evolved different genetic forms.
- Specimens can be dominant, co-dominant or suppressed in response to the size and distance of neighbouring trees.
- Tree shape is governed by the laws of mechanics. Trees adapt their growth by putting down tension and compression wood to maintain uniform mechanical stress.
- Trees adapt to dynamic forces such as the prevailing wind.
- Trees have evolved to have excessive mechanical safety factors in order to cope with adverse weather conditions. In the case of extreme events even structurally sound trees can be overpowered.

#### **Tree Biology**

- Trees are shedding and renewable systems. They regularly drop leaves, flowers and seeds. Less regularly they drop twigs, branches and limbs as part of the growing and aging process.
- A tree's structural integrity can be adversely effected by biological factors such as colonisation by fungi, bacteria or viruses. These can influence a tree's vigor and mechanical strength at a cellular level.
- External environmental factors such as pollution, soil compaction and wounding can have detrimental effects on a tree's condition.

### 3.5. TREE ASSESSMENT

- Tree inspection is usually carried out visually from ground level, with the aid of binoculars if necessary, unless otherwise stated. It should be considered that not all of a tree's structure can be visually inspected. Tree roots are hidden underground, branches are often obscured by outer crown growth, internal wood cannot be seen and stems are often obscured by ivy or basal shoots.
- Trees are living organisms that can be effected by many different factors. The information is only relevant at the time of inspection because circumstances influencing a tree's condition can change rapidly.
- Treecare consultants are specifically trained and practically experienced in tree hazard risk assessment and committed to continual professional development.
- Tree assessments need to be structured, some trees will require future monitoring and recommendations should be carried out.

## 4. SURVEY METHOD

The tree was climbed using specialist climbing techniques and old pruning wounds and cavities were individually inspected so that the tree's overall structural integrity could be assessed.

This arboricultural survey method contains

**Tree identification number** for on site identification.

**Tree age** relates to where the tree is at present within its potential life cycle which can influence its potential hazard risk.

**Tree form** is the tree's morphology and can aid identification and can influence hazard potential

**Hazard condition** is the assessment of the tree's health and identification of any faults or disorders.

**Risk** identifies the part of the tree most likely to fail or to pose a hazard.

**Likelihood of failure** estimates the probability that the risk identified is going to fail.

**Target** relates to the environment around the tree and identifies what could be harmed if failure should occur.

## 5. THE SURVEY

Tree No: 1		Species: Horse Chestnut / Aesculus hippocastanum
Age: Mature	Form: Open grown tree with single stem and natural taper, supporting a full and naturally formed canopy.	
Hazard/Condition		
Roots: There is evidence of soil surface compaction to approximately 50% of the anticipated root zone as the area beneath the tree is utilised as occasional parking to launch boats on the river. There are no visible signs of recent soil cracking, heaving or excavation and there are no obvious signs of major fungal decay or structural faults that may affect the stability of the root system.		
Stem: Single main stem with natural root buttress flare and stem taper for a tree of this age and position. There are several old and some more recent impact wounds on the lower stem. The tree has previously been assessed for decay (see previous decay assessment report).		
Crown: The climbing assessment revealed:-		
<ul style="list-style-type: none"><li>At a height of 17m to the west of the upper crown was a decayed and rubbing medium sized secondary branch which may be prone to future failure.</li><li>At a height of 16m on the south western side of the upper crown is a large decayed stub of a previously fractured branch. This may be prone to failure as it degrades.</li><li>At a height of 12m on the south western main stem is a medium sized branch with a deep cavity at the point of attachment to the main stem. This branch is prone to structural failure at this point.</li><li>There is a deep cavity where a large low limb was removed to the south of the main stem (see photograph 2). This extends to approximately 40% into the stem and extends downwards. Visual assessment shows that it appears to be well compartmented and there is good wound wood growth.</li><li>There is a low decayed branch stub with secondary branch on the lower stem (see photograph 3). This has resulted from a poor pruning cut. The secondary branch will be prone to failure as the stub decays.</li><li>There are several other old pruning wounds and shallow cavities throughout the crown.</li><li>The tree has also been previously reduced to minimise the loading and new vigorous growth has reiterated.</li></ul>		
Risk:	Due to the observed cavities in the crown, the tree will be prone to structural failure of branches if remedial pruning is not carried out.	
Likelihood of failure of identified risk:	Probable likelihood of failure	
Target:	Footpath with frequent pedestrian use. Recreational green space with intermittent pedestrian use. Occasional car park area.	

Photograph 2



Photograph 3



## 6. CONCLUSION

The tree is situated in a prominent and picturesque location and it is a specimen tree of significant amenity value. Due to previous poor maintenance many years ago, there are several large cavities and wounds which will compromise the trees structural integrity to some degree. At present the degree of risk is tolerable, but the risk will increase in time as the loading increases with growth. The risk of failure could be minimised by undertaking remedial tree pruning.

## 7. RECOMMENDATIONS

- Clean out the crown of dead, crossing, suppressed and apparent structurally weak branches.
- Remove or reduce weight loading of vulnerable limbs.
- Reduce and shape the canopy by 15%, by removing branch tips back to alternative growing points leaving as natural a form as possible. This will reduce the weight and wind 'sail' size and will minimise the loading.

## 8. COMMENTS

### 8.1 TREES SUBJECT TO STATUTORY CONTROLS

If these trees are covered by a tree preservation order or located in a conservation area it will be necessary to consult with the local planning authority before any pruning works (other than certain exemptions) can be carried out. The works specified above are necessary for reasonable management and should be acceptable to the local authority. However, tree owners should appreciate that they may take an alternative point of view and have the option to refuse consent.

### 8.2 FUTURE CONSIDERATIONS

The trees should be inspected annually by a qualified arboricultural consultant.



# APPENDIX I

## Nick Coleman MSc Arb MArborA

### Qualifications and Professional Development

#### 1. QUALIFICATIONS

- Professional Member of the Arboricultural Association 2005 - MArborA
- MSc in Arboriculture and Community Forest Management – 2002 Middlesex University
- Certificate in Management Studies – 1989 – Norwich City College
- Surrey County Diploma in Arboriculture 1981 – Merrist Wood College
- Ordinary National Diploma in Arboriculture – 1981 Merrist Wood College, Surrey
- City and Guilds I Horticulture 1977 – Isle of Ely College, Wisbech

#### 2. CAREER SUMMARY

Nick Coleman began his career with trees in 1976 serving an apprenticeship with Peterborough Development Corporation, mainly tackling the ravages of Dutch elm disease. As part of the OND course he spent a year in Denmark for the Scandinavian Institute of Trees and Shrubs, gaining practical experience as a trainee arborist. Following the completion of the college course, he gained a wide practical knowledge of all aspects of commercial arboriculture. He worked as a craftsman arborist for Southern Tree Surgeons Ltd in both England and Ireland.

In 1985 he joined Norwich City Council's Tree Department gaining the post of chargehand arborist. In 1989 he went into partnership with Colin McDonald and formed Treecare. The business quickly gained a good reputation and became Arboricultural Association approved contractors in 1991. In June 2005 the business became incorporated as Treecare Consultants Ltd. Through practical experience, continual professional development and further academic qualifications, Nick has now gained a reputation as a consulting arborist.

#### 3. AREAS OF EXPERTISE

- Tree ecology and conservation advice, in particular with relation to the specific needs of ancient trees
- Tree hazard risk assessments for tree owners
- Decay assessment and mapping
- Mortgage and Insurance reports to assess the influence of trees on buildings (Nick is a consulting arborist for the Association of Mortgage and Insurance Users Group)
- Pre-development site surveys and arboricultural implication studies
- Tree management reports to prioritise maintenance programs
- Tree related insurance claims



- Diagnosis of tree disorders
- General arboricultural advice
- Woodland design for conservation

#### 4. **CONTINUAL PROFESSIONAL DEVELOPMENT**

Some recent courses attended:

- The Future of Tree Risk Management – September 2006
- Preparing for and giving evidence at Public Local Inquiries – September 2006
- British Standard 5837 Applications and Implications – March 2006
- Tree Morphology – March 2006
- Mean Streets, Trees in the Urban Environment – Feb 2006
- Life Within and Beneath The Tree – November 2005
- Arboriculture and Bats – Guide for Practitioners October 2005
- Bats in Woodlands, Ecology, Survey and Mitigation – September 2005
- Defensible Tree Management Systems – October 2004
- Decay Detection Master class (Picus Sonic Tomograph) May 2005
- Arboriculture and Bats – Guide for Practitioners Feb 2005
- Root Mechanics and Tree Engineering with Dr Claus Mattheck – May 2004
- Writing Professional Reports Workshop – April 2004
- Discussions and Demonstrations of Cable Bracing – March 2004
- Enhancing the Management of Ancient Trees – Ancient Tree Forum – June 2003
- Tree Statics and Dynamics Seminar – July 2003
- Principles of Tree Risk Assessment – July 2002
- Tree Mechanics with Dr Claus Mattheck – 2002
- Biology of Decay in Trees – Hatfield Forest – November 2001
- International Society of Arboriculture – Insurance and Mortgage Module Course – December 1997 AMIUG Professional Member
- Modern Arboriculture – a system approach to practical tree care – Dr Alex Shigo - 1992

#### 5. **PROFESSIONAL AFFILIATIONS**

- Arboricultural Association (Approved Contractor)
- Consulting Arborist Society (Professional Member)
- Association of Mortgage and Insurance Users Group
- Active member of the Ancient Tree Forum
- International Society of Arboriculture
- Tree Care Industry Association
- The Tree Register of Britain and Ireland
- Royal Society for the Protection of Birds
- Bat Conservation Trust

# **Colin McDonald Tech Cert (ArborA)**

## **Qualifications and Professional Development**

### **1. QUALIFICATIONS**

- Tech Cert (ArborA) - ABC Arboricultural Association's Technicians Certificate 2005
- NPTC – certificates of competence in Arboricultural
- City and Guilds stages I & II in Forestry – 1981 – Inverness Technical College

### **2. CAREER SUMMARY**

Colin McDonald began his career with trees after leaving school in 1978 serving an apprenticeship with Livingston Development Corporation. After gaining practical experience he attended Inverness Forestry College gaining a City and Guilds certificate at distinction level and was awarded student of the year for obtaining the highest mark in the country for stage II. Colin worked his way up to Chargehand Forester/Arborist within the Corporation before leaving in 1986 to join Norwich City Council Tree Department as an Arborist.

In 1989 he went into partnership with Nick Coleman and together they formed Treecare. The business quickly gained a good reputation and became Arboricultural Association approved contactors in 1991. In June 2005 the business became incorporated as Treecare Consultants Ltd. Through practical experience, continual professional development and Colin has now gained a reputation as a consulting arborist.

### **3. AREAS OF EXPERTISE**

- Tree ecology and conservation advice, in particular with relation to the specific needs of ancient trees
- Tree hazard risk assessments for tree owners
- Decay assessment and mapping
- Pre-development site surveys and arboricultural implication studies
- Tree management reports to prioritise maintenance programs
- Tree related insurance claims
- Diagnosis of tree disorders
- General arboricultural advice
- Woodland design for conservation

#### **4. CONTINUAL PROFESSIONAL DEVELOPMENT**

Some recent courses attended:

- The Future of Tree Risk Management – September 2006
- British Standard 5837 Applications and Implications – March 2006
- Mean Streets, Trees in the Urban Environment – Feb 2006
- Decay Detection Master class (Picus Sonic Tomograph) – May 2005
- Arboriculture and Bats – Guide for Practitioners Feb 2005
- Defensible Tree Management Systems – October 2004
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- International Society of Arboriculture
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- The Tree Register of Britain and Ireland
- Royal Society for the Protection of Birds
- Bat Conservation Trust



# TREECARE

## Consultants Ltd

# DECAY DETECTION REPORT

With

Picus Sonic Tomograph

<b>CLIENT</b>	Thorpe St Andrew Parish Council
<b>SITE</b>	Horse Chestnut Tree River Green Yarmouth Road Thorpe St Andrew Norwich

Nick Coleman MSc (Arb) MArborA  
Colin McDonald Tech Cert (ArborA)

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Tel 01603 402621/403044



# TREE DECAY DETECTION REPORT

<b>CLIENT</b>	Darrin Sayer Thorpe St Andrew Parish Council Morse Pavillion Laundry Lane Thorpe St Andrew Norwich NR7 OXQ
<b>SITE INSPECTED</b>	Prominent Horse Chestnut tree River Green Yarmouth Road Thorpe St Andrew Norwich
<b>INSPECTED BY</b>	Nick Coleman MSc (Arb) MArborA TRECARE Consultants Ltd 39 Catton Grove Road Norwich NR3 3NJ Tel 01603 402621
<b>DATE OF INSPECTION</b>	Wednesday, 14 February

# **1. INTRODUCTION**

## **1.1. ASSIGNMENT**

I have been instructed by Darrin Sayer of Thorpe St Andrew Parish Council to carry out decay detection and analysis by means of a Picus Sonic Tomograph. The results of this are presented in this report.

## **1.2. QUALIFICATIONS AND EXPERIENCE**

I have come to any conclusions in the light of my experience. I have qualifications and experience in arboriculture and list the details in Appendix 1.

## **1.3 LIMITATIONS AND USE OF COPYRIGHT**

Unless stated otherwise, this report is not a complete tree hazard risk assessment or tree condition report. The need to undertake decay assessment is usually highlighted following either formal or informal visual tree assessment. The results of the decay detection once analysed can be integrated into a full tree report.

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I have no connection with any of the parties involved in this situation that could influence the opinions expressed in this report.

## **2. THE SITE**

### **2.1. SITE VISIT**

I carried out the visit on Wednesday 14 February 2007, accompanied by Darrin Sayer. The weather at the time of inspection was mild, overcast with periods of heavy showers. Visibility was moderate to poor.

### **2.2 TREE DESCRIPTION**

The tree assessed is positioned on River Green adjacent to Yarmouth Road. The area around the tree is a public recreational green space with seating, information boards, river side walkway and parking for vehicles launching boats. The tree is also adjacent to the public footpath and highway of Yarmouth Road. There is often concentrated pedestrian activity in the area, particularly in fine weather.

The tree is of significant amenity value and a focal point of the green. It is a mature, open grown specimen with a single robust stem which divides at 2m height into two co-dominant stems. The crown is full and spreading and of good form, typical of its species.

In 1970 a Roll's Royce car parked on the steep hill of South Avenue rolled down the hill and collided with the tree stem, causing large impact wounds which are still evident but occluding. There has also been some inappropriate tree pruning in the past causing large wounds on the stem and main limbs. There is visible evidence of decay and cavities at these points.

The structural integrity of this the lower tree stem is the focus of this report.

### **3. DECAY DETECTION**

#### **3.1 DECAY IN TREES**

Decay in trees is of major concern in relation to human safety and damage to property. Significant decay can eventually weaken stems, branches or roots enough to increase the chance of mechanical failure. Decay is a natural process and commonly occurs in trees without causing structural weakness. It is therefore inappropriate to regard a tree as hazardous merely because decay has been identified.

It is therefore important to be able to evaluate the tree to determine the extent of the decay so that informed management decisions can be made. This will ensure that hazardous trees are correctly identified and relatively safe trees are not removed or unsuitably pruned.

#### **3.2 DECAY DETECTION METHOD**

The method of decay detection is based on the fact that solid wood is a better sound wave conductor than wood that is decayed or structurally damaged. The Picus Sonic Tomograph consists of a set of sensors which are strategically placed around the area of the tree previously identified as potentially having decay or structural fault. Each sensor is connected to a nail which is tapped through the bark into contact with the wood. This process is virtually non invasive to the tree's system (unlike other decay detection methods). The sensors are connected by data cable to a power supply and lap top computer. Each nail is tapped in turn and the sound wave flight paths are measured by each of the sensors. This results in a dense network of sound velocities through a cross section of the tree.

The velocity of sound through wood depends on the degree of elasticity and density of the material. Tree damage such as white rot, brown rot, soft rot, cavities and cracks reduce the elasticity and density of the wood.

The data from the sensors is translated by the computer software into a full colour tomogram of the cross section of the tree. This tomogram gives information about the presence of decay, cavities, faults or cracks in the tree. Features such as remaining wall thickness, opening angle of cavities and percentage of solid, decayed or altered wood can be measured by the computer.

#### **3.3 READING THE TOMOGRAM**

- It is important that final interpretation of the tomograms and prescription of action is undertaken by Arboricultural Consultants experienced and trained in using the Picus Sonic Tomograph.
- The Picus Sonic Tomograph detects and shows differences in the ability of wood to transmit sound waves.
- Dark colours such as black and brown in the tomogram indicate areas of the trunk's cross section where the sound travels relatively fast. This denotes areas of solid or reasonably sound wood.
- The tomograph does not differentiate between extensive decay or cavity, both are shown as pale blue or white.
- In white, blue or violet areas the tomogram shows areas that sound travels relatively slowly, indicating significant decay.

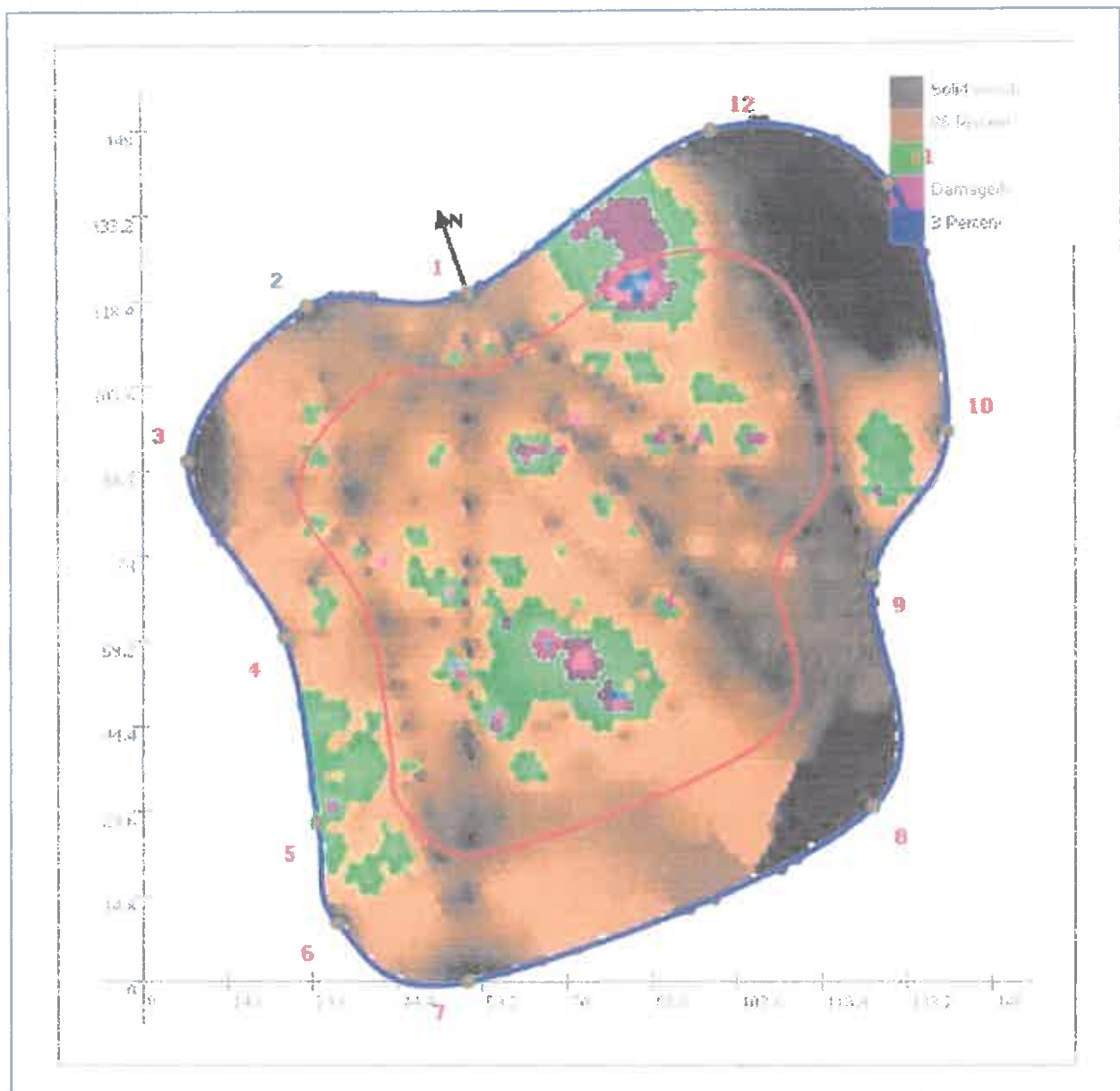


- Green areas, are of lower density in comparison to black or brown areas. Green areas may not necessarily be decayed.
- Axis scales at the left and bottom of the tomogram represent the extent of the examined cross section.
- The numbered red points around the tomogram denotes the sensor positions, number 1 at the top and the sensors are arranged anticlockwise. Sensor number 1 is positioned north unless stated otherwise.
- The tomogram can be superimposed with a circle in red (known as the t/R ratio) which shows 70% of the area of the cross section of the tree. If decay or cavity goes beyond 70% in a symmetrical cross section and the tree contains a full canopy, the structural integrity can be compromised.
- Some anomalies in the tomogram can occur due to cracks, voids between root buttresses, included bark and wet wood. These require interpretation by an experienced operator.

#### 4. TREE DATA

<b>Tree No:</b> 1	<b>Species:</b> Horse Chestnut / <i>Aesculus hippocastanum</i>
<b>Age:</b> Mature	<b>Height:</b> 29m
<b>Trunk Circumference at 1.3m:</b> 430 cm	
<b>Form:</b> Open grown tree with single stem and natural taper, supporting a full and naturally formed canopy.	
<b>Comments:</b> Impact wounds on the stem base.	
<b>Position of Tomogram(s) taken:</b> Around the stem.	
<b>Level of measurement above ground level:</b> 30cm	

#### 5. TOMOGRAM



## 6. PHOTOGRAPHS



## 7. CONCLUSION

The tomogram was taken through the stem base at the point of the maximum impact wounding. It shows approximately 86% solid wood and an area of decay to the north which relates to the old wounds. There are some fragmented pockets of decay within the stem which do not appear to be significant at this stage and typical for a tree of this age.

At present the decay at the point of assessment does not appear to be structurally significant.

# APPENDIX 1

## Nick Coleman MSc Arb MArborA

### Qualifications and Professional Development

#### 1. QUALIFICATIONS

- Professional Member of the Arboricultural Association 2005 - MArborA
- MSc in Arboriculture and Community Forest Management – 2002 Middlesex University
- Certificate in Management Studies – 1989 – Norwich City College
- Surrey County Diploma in Arboriculture 1981 – Merrist Wood College
- Ordinary National Diploma in Arboriculture – 1981 Merrist Wood College, Surrey
- City and Guilds I Horticulture 1977 – Isle of Ely College, Wisbech

#### 2. CAREER SUMMARY

Nick Coleman began his career with trees in 1976 serving an apprenticeship with Peterborough Development Corporation, mainly tackling the ravages of Dutch elm disease. As part of the OND course he spent a year in Denmark for the Scandinavian Institute of Trees and Shrubs, gaining practical experience as a trainee arborist. Following the completion of the college course, he gained a wide practical knowledge of all aspects of commercial arboriculture. He worked as a craftsman arborist for Southern Tree Surgeons Ltd in both England and Ireland.

In 1985 he joined Norwich City Council's Tree Department gaining the post of chargehand arborist. In 1989 he went into partnership with Colin McDonald and formed Treecare. The business quickly gained a good reputation and became Arboricultural Association approved contractors in 1991. In June 2005 the business became incorporated as Treecare Consultants Ltd. Through practical experience, continual professional development and further academic qualifications, Nick has now gained a reputation as an arboricultural consultant.

#### 3. AREAS OF EXPERTISE

- Tree ecology and conservation advice, in particular with relation to the specific needs of ancient trees
- Tree hazard risk assessments for tree owners
- Mortgage and Insurance reports to assess the influence of trees on buildings (Nick is a consulting arborist for the Association of Mortgage and Insurance Users Group)
- Pre-development site surveys and arboricultural implication studies
- Tree management reports to prioritise maintenance programs
- Tree related insurance claims
- Diagnosis of tree disorders

- General arboricultural advice
- Woodland design for conservation

#### 4. **CONTINUAL PROFESSIONAL DEVELOPMENT**

Some recent courses attended:

- The Future of Tree Risk Management – September 2006
- Preparing for and giving evidence at Public Local Inquiries – September 2006
- British Standard 5837 Applications and Implications – March 2006
- Tree Morphology – March 2006
- Mean Streets, Trees in the Urban Environment – Feb 2006
- Life Within and Beneath The Tree – November 2005
- Arboriculture and Bats – Guide for Practitioners October 2005
- Bats in Woodlands, Ecology, Survey and Mitigation – September 2005
- Decay Detection Master Class (Picus Sonic Tomograph) May 2005
- Defensible Tree Management Systems – October 2004
- Root Mechanics and Tree Engineering with Dr Claus Mattheck – May 2004
- Writing Professional Reports Workshop – April 2004
- Discussions and Demonstrations of Cable Bracing – March 2004
- Enhancing the Management of Ancient Trees – Ancient Tree Forum – June 2003
- Tree Statics and Dynamics Seminar – July 2003
- Principles of Tree Risk Assessment – July 2002
- Tree Mechanics with Dr Claus Mattheck – 2002
- Biology of Decay in Trees – Hatfield Forest – November 2001
- International Society of Arboriculture – Insurance and Mortgage Module Course – December 1997
- Modern Arboriculture – a system approach to practical tree care – Dr Alex Shigo - 1992

#### 5. **PROFESSIONAL AFFILIATIONS**

- Arboricultural Association (Approved Contractor)
- Consulting Arborist Society (Professional Member)
- Association of Mortgage and Insurance Users Group
- Active member of the Ancient Tree Forum
- International Society of Arboriculture
- Tree Care Industry Association
- The Tree Register of Britain and Ireland
- Royal Society for the Protection of Birds
- Bat Conservation Trust

#### Reason for this Report

This report has been prepared for the Town Council committee to consider the draft budget 2021/22.

#### Background

The Town Council is required to set a budget by the end of the December 2020 for the next financial year. In doing so a calculation is made of the budget requirement for the revenue and capital budgets.

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

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

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

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

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

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

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

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

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

## Result

This year's budget has taken account of the difficulties user groups and businesses will have due to Covid-19 and therefore has not increased letting fees in 2021/22. The budget has also accounted for the creation of an apprentice post for the Parks and Estates team, as well funding the vacant Parks and Estates Officer post which should be filled in early 2021. The draft budget is contained within Appendix A.

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

## Advice

The Finance and Staff Committee has commended the draft budget to the Town Council for approval following significant line by line review.

The precept within the draft budget would amount to a 2.1% increase, equating to an increase of £2.03 per annum for a Band D household, or less than 0.04p per week.

The **proposed** estimated rate of £100.63pa on a Band D property is also significantly less than other **current** comparator precepts in Broadland for **2020/21**, which are as follows:

- Sprowston (Band D) currently £122.86pa
- Hellesdon (Band D) currently £129.86pa
- Aylsham (Band D) currently £152.33pa
- Acle (Band D) currently £116.54pa

Each of these authorities have or will be considering their 2021/22 budgets.

In creating this budget each line has been carefully considered, including reductions through costs, assets and reserves. The draft budget meets the legislative requirements outlined within this report. The budget accounts for the capital and asset plan which ensures all spending and required funding are calculated well in advance. This allows funds to be earmarked for tasks and purchases over a period of time rather than funds needing to be raised in a single year.

The Town Council is therefore requested to approve the Budget as presented for 2021/22.

### **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

### **Financial Implications**

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



<b>ALLIOTMENTS</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Duss maint	2043	1053	1700	621	1700	
Duss rent	400	400	400	400	400	
Duss water	489	336	375	273	375	
Hillside maint	2297	390	1500	0	1500	
Hillside water	500	534	500	468	500	
Rent deposit	250	355		25		
<b>Total</b>	<b>5979</b>	<b>3068</b>	<b>4475</b>	<b>1787</b>	<b>4475</b>	
<b>RECEIPTS</b>						
Rents/deposits	4813	4789	4725	3402	4950	1
Water charges	704	946	500	567	800	
<b>TOTAL</b>	<b>5517</b>	<b>5735</b>	<b>5225</b>	<b>3969</b>	<b>5750</b>	

Note 1 - Increase in allotment rents by 4.3% from £23 to £24

<b>BROADLAND DC ELECTIONS</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Election costs	0	4187	4000	0	4000	
<b>TOTAL</b>	<b>0</b>	<b>4187</b>	<b>4000</b>	<b>0</b>	<b>4000</b>	

<b>BUILDING MAINTENANCE</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
Town Hall	6330	5948	9000	655	9000	
Morse Pavilion	2440	6424	10000	8242	10000	
Café		220				
River Green Buildings	966	110	5000		5000	
Roxley Hall		2606	5000	265	5000	
<b>TOTAL</b>	<b>9736</b>	<b>15308</b>	<b>29000</b>	<b>9162</b>	<b>29000</b>	

<b>BUSINESS SPONSORSHIP</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>	1099	881	500	456	1000	
<b>TOTAL</b>	<b>1099</b>	<b>881</b>	<b>500</b>	<b>456</b>	<b>1000</b>	
<b>RECEIPTS</b>	1347	398	500	250	250	
<b>TOTAL</b>	<b>1347</b>	<b>398</b>	<b>500</b>	<b>250</b>	<b>250</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>CAPTIAL SPENDING</b>						
<b>PAYMENTS</b>						
Asset Replacement	17265		5000		4500	
Buildings & Amenity Areas	4556	13721	7500		7500	
Street lights	4785		9000		9000	
Town Hall	988	885	1000		1000	
War Memorial						
Projects	102121	53428	20000	320	20000	
<b>TOTAL</b>	<b>129715</b>	<b>68034</b>	<b>42500</b>	<b>320</b>	<b>42000</b>	
<b>RECEIPTS</b>	<b>25931</b>	<b>7778</b>				

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>CEMETERY</b>						
<b>PAYMENTS</b>						
Maintenance	2015	2020	2230		2450	
Water charges	75	53	500	120	500	
<b>TOTAL</b>	<b>2090</b>	<b>2073</b>	<b>2730</b>	<b>120</b>	<b>2950</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>COMMUNITY INFRASTRUCTURE LEVY</b>						
<b>PAYMENTS</b>	0	0	0	0	0	
<b>RECEIPTS</b>	<b>4808</b>	<b>3924</b>	<b>0</b>	<b>9113</b>	<b>0</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>CONTINGENCY</b>						
<b>PAYMENTS</b>						
Contingency	0	0	5550	0	5550	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5550</b>	<b>0</b>	<b>5550</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>EVENTS</b>						
<b>PAYMENTS</b>	18161					
One off purchases		2583	1000	376.00	1000	
St Georges Day		1909	2000		2000	
Fireworks		8739	9000		9000	
Remembrance Parade..		487	500		500	
Xmas		5471	2500		2500	
<b>TOTAL</b>	<b>18161</b>	<b>19189</b>	<b>15000</b>	<b>376</b>	<b>15000</b>	
<b>RECEIPTS</b>	<b>17418</b>	<b>18826</b>		<b>0</b>		
St Georges Day			500		500	
Fireworks			11000		11000	
Xmas			500		500	
<b>TOTAL</b>	<b>17418</b>	<b>18826</b>	<b>12000</b>	<b>0</b>	<b>12000</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>CEMETERY</b>						
<b>PAYMENTS</b>						
Maintenance	2015	2020	2230		2450	
Water charges	75	53	500	120	500	
<b>TOTAL</b>	<b>2090</b>	<b>2073</b>	<b>2730</b>	<b>120</b>	<b>2950</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>COMMUNITY INFRASTRUCTURE LEVY</b>						
<b>PAYMENTS</b>	0	0	0	0	0	
<b>RECEIPTS</b>	<b>4808</b>	<b>3924</b>	<b>0</b>	<b>9113</b>	<b>0</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>CONTINGENCY</b>						
<b>PAYMENTS</b>						
Contingency	0	0	5550	0	5550	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5550</b>	<b>0</b>	<b>5550</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>EVENTS</b>						
<b>PAYMENTS</b>	18161					
One off purchases		2583	1000	376.00	1000	
St Georges Day		1909	2000		2000	
Fireworks		8739	9000		9000	
Remembrance Parade..		487	500		500	
Xmas		5471	2500		2500	
<b>TOTAL</b>	<b>18161</b>	<b>19189</b>	<b>15000</b>	<b>376</b>	<b>15000</b>	
<b>RECEIPTS</b>	<b>17418</b>	<b>18826</b>		<b>0</b>		
St Georges Day			500		500	
Fireworks			11000		11000	
Xmas			500		500	
<b>TOTAL</b>	<b>17418</b>	<b>18826</b>	<b>12000</b>	<b>0</b>	<b>12000</b>	

<b>FITZMAURICE PARK</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Cleaning	6590	5060	5000	705	6000	
Cricket maint	1462	1370	3000		3000	
Electricity	6055	6641	6000	2451	6000	
Field Maint contract	4246	4178	4500	5039	5400	
Sports Turf Maint	1520	3161	1500	327	1500	
Park Maint	159	4066	1500	240	1500	
Play equip maint		5017	1000	168	1000	
Telephone	368	386	375	198	400	
Tennis court	380		400		400	
Water rates	4220		1300		1300	credit b/fwd
Wheeled bin -litter and dog bin contracts	1260	1571	2000	724	2000	
Repaint Youth Shelter		475	0	0	0	Repaint 2022
<b>TOTAL</b>	<b>26260</b>	<b>31925</b>	<b>26575</b>	<b>9852</b>	<b>28500</b>	
<b>RECEIPTS</b>						
Cricket	1670	2011	2000	0	2000	
Lettings - Fitz Pav	23504	20186	17500	4606	17000	
Other Income	3026		0	0		insurance claim
<b>TOTAL</b>	<b>28200</b>	<b>22197</b>	<b>19500</b>	<b>4606</b>	<b>19000</b>	

Fitzmaurice general lettings and cricket - no increase proposed for 2021/22

	2017/18	2018/19	2019/20	2020/21 & 2021/22
<b>Cricket</b>				
Weekend match	106.00	111.00	116.50	122.50
Midweek match	47.00	49.00	51.50	54.25
Training	18.00	19.00	20.00	21.00

<b>GRANTS</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	
PAYMENTS		1505	0	14654	0	
<b>TOTAL</b>	<b>0</b>	<b>1505</b>		<b>14654</b>		
RECEIPTS	0	793	0	19500	0	
<b>TOTAL</b>	<b>0</b>	<b>793</b>	<b>0</b>	<b>19500</b>	<b>0</b>	

<b>LEASE PAYMENTS</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
Vehicle leasing	3330	5042	4500	2161	4500	new vehicle lease
<b>TOTAL</b>	<b>3330</b>	<b>5042</b>	<b>4500</b>	<b>2161</b>	<b>4500</b>	

<b>Legal Fees</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Legal charges	3353	3950	6500	1075	6500	
<b>TOTAL</b>	<b>3353</b>	<b>3950</b>	<b>6500</b>	<b>1075</b>	<b>6500</b>	
<b>RECEIPTS</b>	<b>755</b>					

<b>LOAN REPAYMENT</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Morse Pavilion	5777	5523	0	0	0	
Roxley Hall	21519	21103	20686	10395	20269	
River Green lights	1783	3566	3566	1783	3566	
Town Hall	4027	3982	3939	1975	3895	
<b>TOTAL</b>	<b>33106</b>	<b>34174</b>	<b>28191</b>	<b>14153</b>	<b>27730</b>	
<b>RECEIPTS</b>	<b>56201</b>			<b>0</b>		

<b>NEWSLETTER</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS/RECEIPTS</b>						
NEWLETTER	3180	1697	2000	1012.00	2000	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Note
<b>RIVER GREEN</b>						
<b>PAYMENTS</b>						
Staithe picnic Area	414	414	500	34	500	
Electricity	282	483	500	352	600	
R Grn Maintenance	1403	2367	4000	710	4000	keep budget towards quay
R Grn Toilets Electricity		1252	2500	904	2500	
R Grn toilets rates		2042	2250	1472	1700	
Cleaning toilets		5095	5000	1260	5000	
War memorial maintenance	1319	0		0		
<b>Total</b>	<b>3418</b>	<b>11653</b>	<b>14750</b>	<b>4732</b>	<b>14300</b>	
<b>RECEIPTS</b>						
Income	1072	967	1000	0	1000	Mooring & Electricity income
<b>Total</b>	<b>1072</b>	<b>967</b>	<b>1000</b>	<b>0</b>	<b>1000</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Note
<b>ROXLEY HALL</b>						
<b>PAYMENTS</b>						
Cleaning	5415	6018	6000	575	6000	
Electricity	922	1118	1500	300	1500	
Gas	1403	1083	1500	473	1500	
Misc	234	2159	1000		1000	royalty charges, waste bins
Rates	3960	4457	4500	4790	5000	
Water	354	361	500	303	500	
<b>Total</b>	<b>12288</b>	<b>15196</b>	<b>15000</b>	<b>6441</b>	<b>15500</b>	
<b>RECEIPTS</b>						
Lettings	17713	17073	17000	187	12000	lost some groups
<b>Total</b>	<b>17713</b>	<b>17073</b>	<b>17000</b>	<b>187</b>	<b>12000</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>S137 PAYMENTS/DONATIONS</b>						
<b>PAYMENTS</b>						
S137 Bus shelter maintenance						
S137 payments and donations		2526	550	0	550	
<b>TOTAL</b>	<b>0</b>	<b>2526</b>	<b>550</b>	<b>0</b>	<b>550</b>	
<b>RECEIPTS</b>						
S137 Bus shelter maintenance	500	0	0	0	0	
<b>TOTAL</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>STREET FURNITURE</b>						
<b>PAYMENTS</b>						
Cleaning bus shelters	1350	1306	1500	300	1500	
Repairs and Maintenance						
Bus Shelter				375		
<b>TOTAL</b>	<b>1350</b>	<b>1306</b>	<b>1500</b>	<b>675</b>	<b>1500</b>	
<b>RECEIPTS</b>		<b>50</b>				

<b>SIR GEORGE MORSE PARK</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Cleaning Morse and cleaning materials	9276	8464	9500	4319	9500	
Electricity	1911	2930	2200	883	3000	
Equipment hire	460		400	460	400	
Field Maint Contract	10274	6616	6500	7840	7550	contract to 2023
Materials fixtures fittings	452	230	1000	76	1000	
Fuel	2101	1744	2500	611	2500	
Grounds machinery maint	4975	1622	4000	250	4000	
Mileage expenses	230	0				
Miscellaneous	558	328	500	0	500	
Morse Gas	1378	2424	1500	926	2500	
Park Maintenance	324	639	550	0	550	
Play equipment maint	106	1979	1000	168	1000	
St Will Loke - shrub bed	88	88	100	7	100	
Sanitary disposal						
Sports turf maint	6304	10765	8400	825	8400	
Telephone	1127	1697	2000	760	2000	additional mobiles
Tools - equipment	253	276	300	0	300	
Training	2813	1878	3500		3500	
Tree plantation - mowing						
Water Rates	557	815	900	82	900	
Wheeled bin -litter and dog bin contracts	1193	1658	2000	748	2000	
Soccer Marking	4546	4546	4500	1656	2550	
Rates	2376	2430	2500	2470	2700	
Feed in tariff	1068	871		1092		In/out
Cleaning tennis courts	320	1870	500	590	500	
Health & Safety	1030	1104	1900	528	1900	
Vehicle Maintenance	683	6381	1000	72	1000	
<b>TOTAL</b>	<b>54403</b>	<b>61355</b>	<b>57250</b>	<b>24363</b>	<b>58350</b>	
<b>RECEIPTS</b>						
Football	8935	7536	9000	185	9000	
Other Income	510	3600		1800		ceased fitness club
Feed in tariff	1068	871	0	1092	0	in/out
<b>TOTAL</b>	<b>10513</b>	<b>12007</b>	<b>9000</b>	<b>3077</b>	<b>9000</b>	

<b>STREET LIGHTING</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Energy charge	19881	22776	25000	8328	25000	
Maintenance contract	5200	5195	7000	2800	7000	contract expires 2020
Repairs	3114	9086		870		
<b>TOTAL</b>	<b>28195</b>	<b>37057</b>	<b>32000</b>	<b>11998</b>	<b>32000</b>	
<b>RECEIPTS</b>						
Repairs				0		

<b>TOWN HALL OFFICE</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Note</b>
<b>PAYMENTS</b>						
Audit	1741	1531	1800	204	1800	
Bank charges	307	273	300	65	300	
Mayors Expenses	963	1020	300		300	
Computer/photocopier	1351	807	750	887	750	
Human Resources H&S Cover			2400	0	2400	New line
Insurance	7450	7749	8500	7896	8500	
Miscellaneous	721	688	300	413	300	
Office equipment	194	735	150	700	150	
Telephone	745	749	800	382	800	
Postage	715	720	900	594	900	
Rates	3264	3339	3500	3393	3500	
Stationery	1180	717	1500	214	1000	
Subscriptions	1130	1277	1000	535	1300	
Training/H&S	300	397	1000	200	1000	
Bottle bank	109	75		21		
Photocopy charges	1051	1085	1200	227	1200	
<b>TOTAL</b>	<b>21221</b>	<b>21162</b>	<b>24400</b>	<b>15731</b>	<b>24200</b>	
<b>RECEIPTS</b>						
Bank interest	162	161	150	71	150	
Del Func / other inc	1129	488	0	95	0	
<b>TOTAL</b>	<b>1291</b>	<b>649</b>	<b>150</b>	<b>166</b>	<b>150</b>	



Town and Neighbourhood Plan	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
Town plan update						
Neighbourhood plan	350	379	1000	146	1000	
<b>TOTAL</b>	<b>350</b>	<b>379</b>	<b>1000</b>	<b>146</b>	<b>1000</b>	

<b>TREE MANAGEMENT</b>	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>PAYMENTS</b>						
Tree expenditure	6650	2651	9000	0	9000	
<b>TOTAL</b>	<b>6650</b>	<b>2651</b>	<b>9000</b>	<b>0</b>	<b>9000</b>	
<b>VERGE CUTTING</b>	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>PAYMENTS</b>						
Fuel & Machinery maint	1556	2129	2500	894	2500	
Hire of equipment	5803	4590	10000	920	10000	
Verge costs		1739		494		windscreen
<b>TOTAL</b>	<b>7359</b>	<b>8458</b>	<b>12500</b>	<b>2308</b>	<b>12500</b>	
<b>RECEIPTS</b>						
Verge cutting	16415	15845	16500	17006	17000	
<b>TOTAL</b>	<b>16415</b>	<b>15845</b>	<b>16500</b>	<b>17006</b>	<b>17000</b>	
<b>WEBSITE</b>	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>PAYMENTS</b>						
PAYMENTS	0	4607	1000	243	1000	
<b>TOTAL</b>	<b>0</b>	<b>4607</b>	<b>1000</b>	<b>243</b>	<b>1000</b>	
<b>YOUTH COUNCIL</b>	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>PAYMENTS</b>						
PAYMENTS	0	0	1000	0	1000	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1000</b>	<b>0</b>	<b>1000</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	
<b>SALARIES</b>						
<b>PAYMENTS</b>						
Foreman salary	40175	42806	43662	21831	43662	
Foreman NIC employer	4499	4717	4800	2407	4800	
Foreman pension employer	9026	9631	10042	5021	10261	
Student loan	1090	216	0	114	0	
Fenn Salary	7722	7800	7542	3771	7758	
Fenn pension -employer	1699	1755	1735	867	1823	
Fenn NIC employer	50	39	0	0	0	
Bass salary	9118	9475	3641	4948	2500	
Bass pen -employer	2006	2132	837	1138	0	
Bass NIC employer	96	117	0	77	0	
Sayer salary	28317	28895	29636	14818	30507	
Sayer pension employer	6230	6501	6816	3408	7169	
Sayer NIC employer	2745	2797	2870	1438	3000	
Calver Salary	20760	21213	22021	10896	22462	
Calver pension employer	4620	4821	5064	2532	5278	
Calver employers NIC	1735	1767	1850	913	2000	
Watkins Salary	14500	14790	17364	0	0	
Watkins pension employer	3190	3328	3993	0	0	
Watkins nic				0	0	
Parr Salary	14790	15092	15545	4401	0	
Parr pension employer	3254	3396	3575	1013	0	
Parr employers NIC	879	892	950	215	0	
Matthews Salary	1568	1013	2590	0	0	
DCCA - RM Salary			15461	896	11866	2020/21
DCC&A pension RM			3556	206	2789	
DCC&A employers NIC RM			900	23	400	
Jones salary	16500	16836	17364	8682	17711	
Jones pension employer	3630	3788	3993	1997	4162	
Jones nic employer	1114	1133	1200	592	1200	
Seaman Salary	16500	13593	17364	2000	0	
Seaman pension employer	3630	3058	3993	0	0	
Seaman NIC employer	1114	884	1200	175	0	
DCCA - CWC Salary				896	11866	
DCC&A pension CWC				206	2789	
DCC&A employers NIC CWC				23	400	
Flack salary				1447	17711	
Flack Pension employer				333	4162	
Flack employers nic				99	1200	
Groundstaff					17711	
Groundstaff employer pension					4162	
Groundstaff employers nic					1200	
Apprentice salary					7898	
Apprentice employer pension					1856	
Apprentice employers nic					500	
Strain payment - pension	1138	11000		0	0	
<b>TOTAL</b>	<b>221695</b>	<b>233485</b>	<b>249564</b>	<b>97383</b>	<b>250803</b>	

**THORPE ST ANDREW TOWN COUNCIL DRAFT BUDGET - 2021/22**

<b>INCOME</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Allotments	5100.00	5225.00	5750.00
Business/Sponsorship	1000.00	500.00	250.00
Events	12000.00	15000.00	12000.00
Fitzmaurice Park	18289.00	19500.00	19000.00
River Green	50.00	1000.00	1000.00
Roxley Hall	17000.00	17000.00	12000.00
S137 Payments/donations	1500.00	0.00	0.00
Sir George Morse Park	11500.00	9000.00	9000.00
Town Hall	150.00	150.00	150.00
Verge Cutting (Del Func)	16500.00	16000.00	17000.00
<b>TOTAL</b>	<b>83089.00</b>	<b>83375.00</b>	<b>76150.00</b>

<b>EXPENDITURE</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Allotments	4075.00	4475.00	4475.00
BDC Elections (sep code)	4000.00	4000.00	4000.00
Building Maintenance (new line)	25500.00	29000.00	29000.00
Business Sponsorship	400.00	500.00	1000.00
Cemetery	2620.00	2730.00	2950.00
Events	12000.00	17000.00	15000.00
Fitzmaurice Park	25850.00	26575.00	28500.00
Lease Payments	4000.00	4500.00	4500.00
Legal Fees	1500.00	6500.00	6500.00
Loan Repayment	34175.00	28191.00	27730.00
Newsletter (Prev in events)			2000.00
River Green	6250.00	14750.00	14300.00
Roxley Hall	13750.00	15000.00	15500.00
S137 Payments/donations	550.00	550.00	550.00
Sir George Morse Park	52500.00	57250.00	58350.00
Street Furniture	1500.00	1500.00	1500.00
Street Lighting	25760.00	32000.00	32000.00
Town Hall	25550.00	24400.00	24200.00
Town Plan/Neighbourhood plan	1000.00	1000.00	1000.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting (Del Func)	12500.00	12500.00	12500.00
Website	1000.00	1000.00	1000.00
Youth Council - new line	1000.00	1000.00	1000.00
Salaries	230432.00	249564.00	250803.00
<b>TOTAL</b>	<b>494912.00</b>	<b>542985.00</b>	<b>547358.00</b>

<b>CAPITAL</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Town Hall	1000.00	1000.00	1000.00
Buildings & Amenity Areas	7265.00	7500.00	7500.00
Street Lighting	9000.00	9000.00	9000.00
Projects	2000.00	20000.00	20000.00
Asset Replacement	5000.00	5000.00	4500.00
<b>TOTAL</b>	<b>24265.00</b>	<b>42500.00</b>	<b>42000.00</b>
 <b>REVENUE EXPENDITURE</b>	 <b>494912.00</b>	 <b>542985.00</b>	 <b>547358.00</b>
<b>CAPITAL EXPENDITURE</b>	<b>24265.00</b>	<b>42500.00</b>	<b>42000.00</b>
<b>CONTINGENCY</b>	<b>5550.00</b>	<b>5550.00</b>	<b>5550.00</b>
	<b>524727.00</b>	<b>591035.00</b>	<b>594908.00</b>
<b>LESS INCOME</b>	<b>83089.00</b>	<b>83375.00</b>	<b>76150.00</b>
<b>PRECEPT REQUIRED</b>	<b>441638.00</b>	<b>507660.00</b>	<b>518758.00</b>
		<b>Est 5155</b>	<b>Est 5162</b>
	<b>Est 5148</b>	<b>£98.47</b>	<b>£100.50</b>
<b>BAND D PROPERTIES</b>	<b>85.78 0%</b>	<b>14.8%</b>	<b>2.1%</b>

**The following budget lines are responsible for the increase in the precept**

Income is expected to be lower due to losing several classes at the Roxley Hall  
We are therefore not increasing our lettings, football or cricket charges

We are proposing to employ another grounds person (full year)  
and budgeted for an apprentice to start mid year