



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

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 1st February 2021.

27/01/21

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 1st February 2021 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman Clerk to the Council

AGENDA

- 75 Attendance book and apologies for absence.**
- 76 Declarations of interest in items on the agenda.**
- 77 To confirm the minutes of the Virtual Town Council meeting held on 7th December 2020**
- 78 Announcements (For information only)**
 - To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 79 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 1st February 2021.**
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
 - Report from Councillor John Ward
 - (iii) Members of the public
- 80 Finance**
 - (i) Payments List vouchers
 - (ii) Bank Reconciliation Statement
- 81 Draft Minutes of Committee Meetings**
 - (i) Virtual Planning and Environment Committees held 14/12/20 and 11/01/21
- 82 Graffiti in Thorpe St Andrew – Correspondence attached**
- 83 The Griffin Public House – Verbal Report by Cllr S Lawn**
- 84 Update on Dog Agility area – Verbal report by Dr T Foreman**
- 85 Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding commercial matters where publicity might be prejudicial to the special nature of the business.**
- 86 Proposed Land Acquisition – Presentation by Dr T Foreman**

Future Agenda Items. (Not for discussion)

Town Clerk - Dr Thomas Foreman

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

Tel/Fax: (01603) 701048 E-mail: office@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

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

63 PRESENT:

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

APOLOGIES:, Mr T Fordham, Mr J Boast, Mr N Shaw

IN ATTENDANCE: Dr T. Foreman (Town Clerk), Mrs J Fenn (RFO) and two members of the public were present.

64 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

All Councillors noted their interest in the Horsechestnut tree at River Green and in the budget.

65 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 2ND NOVEMBER 2020

The minutes of the meeting held on 2nd November 2020 were agreed and signed as a true record.

66 ANNOUNCEMENTS (For information only)

To receive announcements from

- (i) The Town Mayor - Mr J Fisher provided an update on meetings which had taken place in the past month. This included Housing 21 regarding the Griffin Public House site, a potential new application for the Pinebanks/ Langley/ Griffin Lane site. Mr J Fisher stated his disappointment that the Langley School has suffered arson. Finally, Mr J Fisher wished all Councillors and the general public present a Merry Christmas.
- (ii) The Clerk - Dr T Foreman provided an overview of the meetings he had attended. This included a meeting with Miss S Lawn, Broads Beat, and the Broads Authority. A trial of the SEND children sessions at Roxley Hall had been a success and an online booking system was due to be in place within the coming days. Also, meetings had taken place with the Nursery. Dr T Foreman and Mrs J Fisher also met with the Dussindale Allotment Association. An update was provided on the likely demolition of the Langley School site.

67 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 J Fisher explained that the County Council had taken the decision to close Holt Hall in North Norfolk and the Infrastructure Plan was also approved and includes the Dussindale Rail halt. This is the only rail project in Norfolk. Mr I Mackie provided an update detailing the work undertaken with the local Beat Manager. Work has also continued with Adult Social Care regarding the Griffin site in Thorpe St Andrew and Norfolk County Council has also publicised details on scams. Ultimately, if it is too good to be true, it likely is and if in doubt residents can report it to CAB on 08082231133. Norfolk County Council have also provided additional grant funding as part of its Covid-19 support. Report of Mr J Ward was noted.
- (iii) Members of the public – A member of the public provided details of the Christmas events taking place in Thorpe St Andrew in the coming month. In addition, he wished the Town Council a very Merry Christmas and thanked the Councillors for their work during the year. A member of the public spoke on the item relating to deer signs on Plumstead Rd East, explaining the importance of the signs given the number of deer hit by cars in recent months.

68 FINANCE

- (i) Payments List: Voucher numbers 619 to 773 were signed.
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

69 TREE WARDEN REPORT

The Town Council welcomed the report of the Tree Warden and noted its contents.

70 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Meeting held 9th November 2020 - noted
- (ii) Finance & Staff held 16th November 2020 - noted

71 DEER SIGNS ON PLUMSTEAD RD EAST

The Town Council received the correspondence from two residents requesting deer signs on Plumstead Road East. There was significant support for the addition of signage, but it was felt further work could be undertaken to also prevent deer going onto the road. Mr J Ward explained a similar system had been successful near Thetford forest. It was **AGREED** for the Town Clerk to progress this work with highways.

72 HORSECHESTNUT AT RIVER GREEN

Dr T Foreman provided an introduction to the report of the Parks and Estates Manager and the details of the arboriculturist which inspected the Horsechestnut at River Green. There was significant concern that the tree appeared to be in decline due to its age, but Councillors welcomed the proposals to retain the tree for as long

as possible. It was therefore **AGREED** for the inspections to be undertaken bi-annually and to progress the tree work required as soon as possible within the tree maintenance budget.

73 BUDGET 2021/22

Dr T Foreman provided an overview of the Finance and Staffing Committee recommendation to approve the budget for 2021/22. Councillors considered the draft budget, noting the freeze on hire costs, addition of an apprentice, and that income is likely to be lower due to the ongoing pandemic. It was noted that Thorpe St Andrew remains significantly lower than comparator town and parish Councils in Broadland. It was therefore proposed by Miss S Lawn, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to adopt the budget as presented with a required precept of £518,758.00.

74 CAFÉ

Dr T Foreman provided an update on the Café at the Sir George Morse Park, explaining that due to personal circumstances the tenant had requested a short notice release from the tenancy. Following consultation with the Town Mayor and Chair of Finance and Staff this had been approved. Councillors discussed the Café at length and felt that despite covid-19, it is still a strong prospect for an established or new business to take on as tenant. There was a strong indication that the process of interviews, sample menus, and a business plan were important. It was **AGREED** to delegate the selection of a tenant to the Town Clerk, Town Mayor and Chair of Finance and Staff, within the process indicated by the Town Council.

Chairman_____

Date_____

17th January 2021

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

The tax base for calculating Council Tax for 2021/22 in Sprowston is 5764 properties (last year 5600). Thorpe St. Andrew is 5140 (last year 5155).

Under our Warm Homes Fund, a contract has been awarded to Cornerstone East Anglia Ltd for External Wall Insulation and loft insulation work. A contract has also been awarded to Dodd Group for Air Source Heat Pumps.

Winners of the first joint BDC/SNDC Business Awards have been announced and they are:-

SNAP. myDNAhealth, Ansible Motion, Credo Asset Finance, Flint Vineyard, The Norfolk Mead, Simon's Table Ltd, Emmaus Norfolk & Waveney, Our Slice of Country Life.

Norfolk County Council

From 8th Feb to 26th March there will be highway maintenance on Wroxham Road from Glenburn Ave to Mousehold Lane to improve surface water drainage (This has been a longstanding issue reported by myself and members of the public on a number of occasions) There will be no vehicular access to Glenburn Ave or Fairstead Rd from Wroxham Rd and two way lights on Wroxham Rd.

A new Beryl Bike share bay is to be installed at Manor Park near the existing bus stop, just beyond the end of Heron Close.

Greater Norwich has been awarded £32m from the Department of Transport under the Transforming Cities Fund.. This will be spent on five schemes:- South Park Ave and Unthank Rd, King St, St. Stephens Rd, St. Stephens St. Cromer Rd and Aylsham Rd. Consultation will take place during 2021.

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
774	Electricity Toilets River Greer	08/12/2020		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	141.76	7.09	148.85
775	Water rates	08/12/2020		Bank 1 Current Accou	online	Water charges - Morse	Anglian Water	E	138.12	0.00	138.12
776	Bottle bank	08/12/2020		Bank 1 Current Accou	online	Bottle bank	URM UK	S	6.00	1.20	7.20
777	Telephone	08/12/2020		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	17.22	3.44	20.66
778	Telephone	08/12/2020		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	17.22	3.45	20.67
779	Foreman salary										
780	Fenn salary										
781	Bass - salary										
782	Sayer salary										
783	Town Hall										
784	Calver salary										
785	Jones salary										
786	McCarthy Salary										
787	Computer/Photocopier										
788	Wedge-Clarke Salary										
789	Flack salary										
790	Foreman salary										
791	Foreman employers nic										
792	Sayer salary										
793	Sayer - NIC employer										
794	Bass - salary										
795	Bass - NIC employer										
796	Calver salary										
797	Calver -employers nic										
798	Student loan										
799	Jones salary										
800	Jones nic employer										
801	McCarthy Salary										
802	McCarthy employers nic										
803	Wedge-Clarke Salary										
804	Wedge-Clarke employers nic										
805	Flack salary										
806	Flack employer nic										
807	Fenn salary										
808	Fenn salary										
809	Fenn - pension employer										

Thorpe St Andrew Town-Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
810	Sayer salary	15/12/2020									
811	Sayer - pension employer	15/12/2020									
812	Bass - salary	15/12/2020									
813	Bass - pension employer	15/12/2020									
814	Foreman salary	15/12/2020									
815	Foreman - pension employer	15/12/2020									
816	Calver salary	15/12/2020									
817	Calver pension employer	15/12/2020									
818	Jones salary	15/12/2020									
819	Jones pension employer	15/12/2020									
820	Wedge-Clarke Salary	15/12/2020									
821	Wedge-Clarke pension empl	15/12/2020									
822	McCarthy Salary	15/12/2020									
823	McCarthy pension employer	15/12/2020									
824	Flack salary	15/12/2020									
825	Flack pension employer	15/12/2020									
826	Water	15/12/2020		Bank 1 Current Accou	online	Water charges - Roxley Hall	Anglian Water	E	106.69	0.00	106.69
827	Field maintenance contract	15/12/2020		Bank 1 Current Accou	online	Grounds maint	CGM Group	S	120.00	24.00	144.00
828	Field maintenance contract	15/12/2020		Bank 1 Current Accou	online	Grounds maint	CGM Group	S	120.00	24.00	144.00
829	Sports turf maintenance	15/12/2020		Bank 1 Current Accou	online	Fertiliser/seed	Collier Turf Care Ltd	S	750.00	150.00	900.00
830	Maintenance contract	15/12/2020		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
831	Morse - gas	15/12/2020		Bank 1 Current Accou	online	Gas charges - Morse	Total Gas & Power	S	303.26	60.65	363.91
832	Cleaning and cleaning mater	15/12/2020		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	600.00	0.00	600.00
833	Cleaning	15/12/2020		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	235.00	0.00	235.00
834	Cleaning Toilets	15/12/2020		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	600.00	0.00	600.00
835	Cafe	15/12/2020		Bank 1 Current Accou	online	Ovens	Travis Perkins	S	700.00	140.00	840.00
836	Town Hall	15/12/2020		Bank 1 Current Accou	online	Electrical work - Town Hall	C R Wilson	E	350.00	0.00	350.00
837	Buildings & amenity areas	15/12/2020		Bank 1 Current Accou	online	Credit note	Cleveland Containers	S	-1,430.00	-286.00	-1,716.00
838	Vehicle lease	15/12/2020		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
839	Fuel	15/12/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	157.39	31.48	188.87
840	Fuel & machinery mainten	15/12/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	48.39	9.68	58.07
841	Town Hall	15/12/2020		Bank 1 Current Accou	online	Xmas lights	Amazon	S	140.66	28.21	168.87
842	Town Hall	15/12/2020		Bank 1 Current Accou	online	Xmas lights	Amazon	E	18.84	0.00	18.84
843	Subscriptions	15/12/2020		Bank 1 Current Accou	online	Annual fee	LLoyds Bank	E	32.00	0.00	32.00
844	Subscriptions	15/12/2020		Bank 1 Current Accou	online	Subscription	Adobe	E	40.45	0.00	40.45
845	Town/neighbourhood plan	15/12/2020		Bank 1 Current Accou	online	Survey	Survey Monkey	E	29.17	0.00	29.17
846	Tree expenditure	16/12/2020		Bank 1 Current Accou	online	Trees	Barcham	S	1,241.00	248.20	1,489.20
847	Xmas Event	16/12/2020		Bank 1 Current Accou	online	Xmas lights install/remove	Cozens UK Ltd	S	3,070.00	614.00	3,684.00
848	Grounds machinery maint	16/12/2020		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	29.27	5.86	35.13

Thorpe St Andrew Town Council **PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
849	Photocopy charges	16/12/2020		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	4.67	0.93	5.60
850	Miscellaneous	16/12/2020		Bank 1 Current Accou	online	Goods	Floral sundries	S	16.44	3.29	19.73
851	Energy charge	16/12/2020		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	1,981.45	396.28	2,377.73
852	Computer/Photocopier	16/12/2020		Bank 1 Current Accou	online	Computer equipment	Tesco	E	13.00	0.00	13.00
853	Miscellaneous	16/12/2020		Bank 1 Current Accou	online	Donation	Thorpe St Andrew PCC	E	87.00	0.00	87.00
854	Telephone	22/12/2020		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
855	Electricity	22/12/2020		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	102.09	5.10	107.19
856	Electricity	22/12/2020		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	38.31	1.92	40.23
857	Electricity	22/12/2020		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	679.22	135.84	815.06
858	Electricity	22/12/2020		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	60.00	3.00	63.00
859	Gas	22/12/2020		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	L	204.78	10.23	215.01
860	Dussindale maintenance	23/12/2020		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
861	Hillside maintenance	23/12/2020		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
862	Field maintenance contract	23/12/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	470.00	94.00	564.00
863	Field maintenance contract	23/12/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	120.00	24.00	144.00
864	Electricity	23/12/2020		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	11.55	0.58	12.13
865	Xmas Event	23/12/2020		Bank 1 Current Accou	online	competition prizes	Mr T Foreman	S	0.00	0.00	0.00
866	Xmas Event	23/12/2020		Bank 1 Current Accou	online	competition prizes	Mr T Foreman	E	63.95	0.00	63.95
867	Miscellaneous	23/12/2020		Bank 1 Current Accou	online	xmas boxs	Nannys Cakes Cafe	E	90.00	0.00	90.00
868	Cafe	23/12/2020		Bank 1 Current Accou	online	Cafe maintenance	Clive Pilgrim	E	125.00	0.00	125.00
869	Buildings & amenity areas	23/12/2020		Bank 1 Current Accou	online	Cafe maintenance	Clive Pilgrim	E	40.00	0.00	40.00
870	Maintenance	23/12/2020		Bank 1 Current Accou	online	Donation for maint of new cen	Thorpe St Andrew PCC	E	2,230.00	0.00	2,230.00
871	Materials fixtures & fittings	23/12/2020		Bank 1 Current Accou	online	Goods	Trade UK	S	41.66	8.34	50.00
872	Morse Pavilion	23/12/2020		Bank 1 Current Accou	online	CCTV	Vincent Security	S	765.00	153.00	918.00
873	S137 payments and donatior	29/12/2020		Bank 1 Current Accou	8461	Donation	Rainbow Trust	E	50.00	0.00	50.00
874	S137 payments and donatior	29/12/2020		Bank 1 Current Accou	8462	Donation	Guide dogs for blind	E	50.00	0.00	50.00
875	Wheeled/litter/dog bins	29/12/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	32.61	6.52	39.13
876	Wheeled/litter/dog bins	29/12/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	93.60	18.72	112.32
877	Wheeled/litter/dog bins	29/12/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	126.21	25.24	151.45
878	Telephone	29/12/2020		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	180.00	36.00	216.00
Total									34,507.68	2,141.08	36,648.76

PAYMENT LIST

Salaries	vouchers 779-789	November	11406.28
Norfolk Pension Fund	vouchers 808-825	Employer/employee payments	3966.87
HMRC	vouchers 790-807	Tax and NIC	2991.39

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
879	Telephone	30/12/2020		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
880	Telephone	30/12/2020		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
881	Miscellaneous	30/12/2020		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	34.95	6.99	41.94
882	Telephone	30/12/2020		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	10.00	2.00	12.00
883	Telephone	30/12/2020		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	50.00	10.00	60.00
884	Gas	05/01/2021		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	S	53.51	10.70	64.21
885	Hire of equipment	05/01/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	230.00	46.00	276.00
886	Fuel & machinery mainten	05/01/2021		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	98.25	19.65	117.90
887	Bus shelters	05/01/2021		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	125.00	0.00	125.00
888	Cafe	05/01/2021		Bank 1 Current Accou	online	Cafe maintenance	Paul Reynolds	E	503.98	0.00	503.98
889	Subscriptions	05/01/2021		Bank 1 Current Accou	online	Subscription	Scribe 2000 Ltd	S	487.00	97.40	584.40
890	Cleaning and cleaning mater	05/01/2021		Bank 1 Current Accou	online	Cleaning Materials	Ian Smith	S	14.11	2.82	16.93
891	Materials fixtures & fittings	05/01/2021		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	38.38	7.68	46.06
892	Foreman salary										
893	Fenn salary										
894	Bass - salary										
895	Sayer salary										
896	Calver salary										
897	Jones salary										
898	McCarthy Salary										
899	McCarthy Salary										
900	Flack salary										
901	Foreman salary										
902	Foreman employers nic										
903	Sayer salary										
904	Sayer - NIC employer										
905	Bass - salary										
906	Bass - NIC employer										
907	Calver salary										
908	Calver -employers nic										
909	Student loan										
910	Jones salary										
911	Jones nic employer										
912	McCarthy Salary										
913	McCarthy employers nic										
914	Wedge-Clarke Salary										

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
915	Wedge-Clarke employers nic										
916	Flack salary										
917	Flack employer nic										
918	Fenn salary										
919	Fenn salary										
920	Fenn - pension employer										
921	Sayer salary										
922	Sayer - pension employer										
923	Bass - salary										
924	Bass - pension employer										
925	Foreman salary										
926	Foreman - pension employer										
927	Calver salary										
928	Calver pension employer										
929	Jones salary										
930	Jones pension employer										
931	Wedge-Clarke Salary										
932	Wedge-Clarke pension empl										
933	McCarthy Salary										
934	McCarthy pension employer										
935	Flack salary										
936	Foreman - pension employer										
937	Soccer marking	05/01/2021		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	212.83	42.57	255.40
938	Field maintenance contract	05/01/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	651.67	130.33	782.00
939	Field maintenance contract	05/01/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	465.50	93.10	558.60
940	Cleaning and cleaning mater	05/01/2021		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	620.00	0.00	620.00
941	Cleaning	05/01/2021		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	300.00	0.00	300.00
942	Cleaning Toilets	05/01/2021		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	620.00	0.00	620.00
943	Dussindale water charges	05/01/2021		Bank 1 Current Accou	online	Water charges - Duss Allot	Anglian Water	E	190.50	0.00	190.50
944	Water rates	05/01/2021		Bank 1 Current Accou	online	Water charges - Town Hall	Anglian Water	E	50.99	0.00	50.99
945	Cleaning and cleaning mater	05/01/2021		Bank 1 Current Accou	online	Cleaning Materials	Espo	S	121.10	24.22	145.32
946	Bank charges	12/01/2021		Bank 1 Current Accou	online	Bank charges	LLoyds Bank	X	7.00	0.00	7.00
947	River Green Lights	12/01/2021		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	E	1,783.14	0.00	1,783.14
948	Roxley Hall Loan	12/01/2021		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	E	10,290.64	0.00	10,290.64
949	Receipts and payments	12/01/2021		Bank 1 Current Accou	online	Plants	Taverham Nursery Centre	S	42.33	8.47	50.80
950	Health and Safety	12/01/2021		Bank 1 Current Accou	online	Subscription	Grounds Management Associ	E	150.00	0.00	150.00
951	Health and Safety	12/01/2021		Bank 1 Current Accou	online	Subscription	Grounds Management Associ	E	24.00	0.00	24.00
952	Fuel	19/01/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	119.30	23.85	143.15
953	Vehicle lease	19/01/2021		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
954	Electricity	19/01/2021		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	840.80	168.16	1,008.96
955	Electricity	19/01/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	108.37	5.42	113.79
956	Electricity	19/01/2021		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	45.18	2.26	47.44
957	Electricity	19/01/2021		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	66.85	3.34	70.19
958	Subscriptions	19/01/2021		Bank 1 Current Accou	online	Subscription	Adobe	E	40.45	0.00	40.45
959	Town/neighbourhood plan	19/01/2021		Bank 1 Current Accou	online	Survey	Survey Monkey	E	29.17	0.00	29.17
960	Stationery	19/01/2021		Bank 1 Current Accou	online	Stationery	Survey Monkey	E	44.09	0.00	44.09
961	Energy charge	19/01/2021		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	2,278.85	455.79	2,734.64
962	Electricity Toilets River Greer	19/01/2021		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	99.97	5.00	104.97
963	Morse - gas	19/01/2021		Bank 1 Current Accou	online	Gas charges - Morse	Total Gas & Power	S	422.26	84.45	506.71
964	Photocopy charges	19/01/2021		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	42.41	8.48	50.89
965	Maintenance contract	19/01/2021		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
966	Repairs	19/01/2021		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	215.00	43.00	258.00
967	Field maintenance contract	19/01/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	240.00	48.00	288.00
968	Field maintenance contract	19/01/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	120.00	24.00	144.00
969	Roxley Hall	19/01/2021		Bank 1 Current Accou	online	Service fire equipment	E Fire	S	166.00	33.20	199.20
970	Morse Pavilion	19/01/2021		Bank 1 Current Accou	online	Service fire equipment	E Fire	S	40.00	8.00	48.00
971	Morse Pavilion	19/01/2021		Bank 1 Current Accou	online	Service fire equipment	E Fire	S	128.00	25.60	153.60
972	Town Hall	19/01/2021		Bank 1 Current Accou	online	Service fire equipment	E Fire	S	181.00	36.20	217.20
973	Health and Safety	19/01/2021		Bank 1 Current Accou	online	covid home testing kits	Med express	E	90.90	0.00	90.90
974	Cleaning and cleaning mater	19/01/2021		Bank 1 Current Accou	online	fogging sanitiser	SGI Industries	S	817.99	163.60	981.59
975	Materials fixtures & fittings	19/01/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	17.95	3.59	21.54
976	Morse Pavilion	19/01/2021		Bank 1 Current Accou	online	Service fire equipment	Vincent Security	S	65.00	13.00	78.00
977	Town Hall	19/01/2021		Bank 1 Current Accou	online	Service fire equipment	Vincent Security	S	65.00	13.00	78.00
978	Roxley Hall	19/01/2021		Bank 1 Current Accou	online	Service fire equipment	Vincent Security	S	65.00	13.00	78.00
979	Hillside water charges	19/01/2021		Bank 1 Current Accou	online	Water charges - Hillside Allot	Anglian Water	E	143.07	0.00	143.07
980	Town Hall	19/01/2021		Bank 1 Current Accou	online	Electrical work - Town Hall	C R Wilson	E	40.00	0.00	40.00
981	Feed in Tariff	20/01/2021		Bank 1 Current Accou	online	Feed in tariff	British Gas	L	188.77	5.08	193.85
982	Health and Safety	20/01/2021		Bank 1 Current Accou	online	covid home testing kits	Tried and Tested	S	464.77	92.95	557.72
983	Telephone	26/01/2021		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
984	Telephone	26/01/2021		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
985	Telephone	26/01/2021		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	48.09	9.62	57.71
986	Miscellaneous	26/01/2021		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	34.95	6.99	41.94
987	Cafe	26/01/2021		Bank 1 Current Accou	online	Rates	Broadland District Council	E	490.05	0.00	490.05
988	Hire of equipment	26/01/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	230.00	46.00	276.00
989	Cleaning bus shelters	26/01/2021		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	135.00	0.00	135.00
990	Materials fixtures & fittings	26/01/2021		Bank 1 Current Accou	online	Goods	M D Thompson	S	7.28	1.46	8.74

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
							Total	44,577.52	2,026.57	46,604.09

PAYMENT LIST

Salaries	vouchers 892-900	December	11404.65
Norfolk Pension Fund	vouchers 919-936	Employer/employee payments	3966.87
HMRC	vouchers 901-918	Tax and NIC	2991.59

THORPE ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 31/12/20 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	36930.09
Deposit account bank 1	383615.77
Sub total - bank 1	<u>420545.86</u>
Capital Account bank 2	55303.34
	<u>475849.20</u>

Unpresented cheques	Cheque number	Payee	Date	£
	8461	Rainbow Trust	23/12/2020	-50.00
	8462	Guide Dogs		-50.00
Total of unpresented cheques				<u>-100.00</u>
				<u>475749.20</u>

Balance at 31/3/20	241669.23
Plus receipts	<u>604151.21</u>
	845820.44
Less expenditure	<u>-370071.24</u>
	<u>475749.20</u>

Completed by: *Jenn*

Date *5/1/21*

Certified by: *T Forster*

Date *5/1/21*

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE VIRTUAL PLANNING AND ENVIRONMENT COMMITTEE MEETING
HELD ON 14TH DECEMBER 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), Mrs R McCathy and four members of the public.

Apologies for Absence: None

2. Declarations of Interest: None

3. Minutes of meeting held on 14th November 2020

The minutes of the meeting held on 14th November 2020 were signed and approved as a true record.

4. Planning Items Raised by Residents-

Members of the public spoke on matters relating to Stanmore Road, Plumstead Road East, and Pilling Road.

5. Planning Applications

20202088 22 Stanmore Road Demolition of existing rear single storey extension and construction of new rear single storey extension
No Objection

20202156 7 South Hill Close Proposed single storey flat roof front extension
No Objection

20202150 78 Plumstead Road East Single storey rear extension
No Objection

20202140 14 Pilling Road Construction of annex ancillary to main dwelling
No Objection, but would like a condition that the building has an associated use to the main house

20202264 The Griffin, 212 Yarmouth Road Demolition of the Griffin Public House and all associated buildings
No Objection

6 20201685 Gordon Public House Erection of two dwellings (C3) to the east of the existing public house (A4), including alterations to an existing access and associated parking and landscaping

Noted

7 Confidential- Enforcement Notices - noted

Urgent Matters not on the Agenda but previously discussed with the Chairman – none.

Meeting closed at 21.15hrs

Chairman _____

Date _____

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE VIRTUAL PLANNING AND ENVIRONMENT
COMMITTEE MEETING
HELD ON 11TH JANUARY 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 two members of the public.

Apologies for Absence: None

2. Declarations of Interest: None

3. Minutes of meeting held on 14th December 2020

The minutes of the meeting held on 14th December 2020 were signed and approved as a true record.

4. Planning Items Raised by Residents-

A neighbour to application 20202367 outlined the objections submitted in writing, but wished to raise further objections. The nature of these objections were the size/height of the development, its proximity to the boundary, the lack of environmental/neighbour impact, the loss of amenity/light, the timing of the application, the title is not as transparent as it could be, and the disruption during construction. The applicant explained that they required the plans as submitted and provided reassurance on some of the matters raised by the resident but confirmed that had responded to the principal points via Broadland.

5. Planning Applications

20202290 47 Hansell Road - Proposed new dormer to front

No objection

20202320 9 Aerodrome Road - Single storey rear extension

No objection

20202367 24 Blakestone Drive - Rear extension and erection of garden room

No objections, but request that any overlooking windows be obscured glass.

20202377 11 Yarmouth Road - Demolition works to the fire damaged Beech Hill (Langley School) building, to make safe following an arson attack

Disappointed that another instance of arson has occurred on the site given its history. However, given the documents submitted, there is no objection to the demolition. The Town Council would support the retention of any areas which are associated with the history of the site.

20202381 41 Thor Close - Proposed New Bungalow (Outline)

No objection in principal but have reservations about the size of the property suitable for a site that size.

20202397 132 St Williams Way - Erection of 1 no. Bungalow (Outline)

Objection to the proposed development. The Town Council believe the development will cause highway issues on St Williams Way, particularly given the new cycle lanes created. In addition, vehicles will pass closely to the neighbouring property which will impact upon the neighbours amenity.

20202404 71 Hillcrest Road - Single storey rear extension

No objection

20202399 190 Thunder Lane - Two storey side extension and single storey rear extension

No objection

BA/2021/0001/TCAA Plot 2, The Island, Yarmouth Road - T6: Silver Birch – fell

Noted

BA/2021/0002/TCAA 17 Thorpe Hall Close - T1: Sycamore – remove or repollard. T6: Dogwood – crown reduction of 1m and reduce left overhanging branch to rebalance (JF)

Noted

Information Only

Confidential- Enforcement Notices

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

Dr T Foreman notified the committee of a letter received from a neighbour relating to an application considered at the previous meeting. Having outlined the detail of the letter, the Committee confirmed the application was considered in line with planning policy. Although some suggestions were made during the meeting in the presence of the applicant, the Committee did not find it could object on planning grounds. However, the Town Council did indicate that the use should be associated with the main house to prevent it being used as a holiday let or registered as a separate address. Any issues relating to the application should be directed to the District Council as the Town Council is only a consultee.

Meeting closed at 21.00hrs

Chairman_____

Date_____

Dear Councillors

On a recent walk in Thorpe St Andrew on the cycle path/walkway that runs between Pound Lane and Dussindale Drive I noticed some graffiti on a wall halfway along, near a short pathway turning into Lenthall Close. This is in Dussindale, Thorpe St Andrew near postcode NR7 0UU. It is halfway along the path, near a short pathway turning into Lenthall Close. There are two other scrawls down that pathway, one on a fence and another on a different wall. I have attached photos.

I contacted both Broadland District Council and also Thorpe St Andrew Town Council concerning the one opposite the short pathway entering Lenthall Close, but was advised that as it is on a private wall it cannot be removed by the councils. I would like to thank both the staff who replied for their quick responses and explanations.

This seems to be a common policy for councils in the UK. Often in cases where graffiti is on a private fence or wall, it is the responsibility of the resident to remove it.

My concern is that graffiti such as this looks unsightly. I did consider whether to try and contact the resident whose wall it is, because it may be that they are unaware that the graffiti is there. However, I thought that rather than get involved directly I would contact you to see if any action can be taken.

For example, might it be possible for the Town Council to write to residents in such cases to let them know that the graffiti is there, and maybe to suggest that although it cannot be removed by the council, there are ways to remove it and give details and/or suggest companies that can help? It still may be that the resident decides not to take action, but the issue would have been highlighted.

Kind Regards

Eleanor

(The photograph below shows the graffiti I contacted both councils about)

