



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 March 2021.

24th February 2021

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 March 2021 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman

Clerk to the Council

AGENDA

- 87 Attendance book and apologies for absence.
 - 88 Declarations of interest in items on the agenda.
 - 89 To confirm the minutes of the Virtual Town Council meeting held on 1st February 2021
 - 90 Announcements (For information only)
 - To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
 - 91 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 March 2021.
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
 - Report from Councillor John Ward
 - (iii) Members of the public
 - 92 Finance
 - (i) Payments List vouchers 991 to 1082
 - (ii) Bank Reconciliation Statement **Draft**
 - 93 Minutes of Committee Meetings
 - (i) Virtual Planning and Environment Committee held 8th February 2021
 - (ii) Virtual Finance and Staff Committee held 15th February 2021
 - (ii) Virtual Events and Media Committee held 22nd February 2021 – to follow
 - 94 Wheelchair Swing – Report attached
 - 95 Litter in Thorpe St Andrew – Verbal report
 - 96 Update on Pinebanks Tower and Zero Bunker – Presentation at meeting
- 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: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

**Thorpe St Andrew Town Council
Minutes of the Virtual Town Council meeting
held on 1st February 2021 at 7:30pm**

75 PRESENT:

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

APOLOGIES:

Mr J Boast
Mr T Fordham
Mr I Mackie
Mrs T Mancini Boyle

IN ATTENDANCE: Mr T. Foreman (Town Clerk), One member of the public

76 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

77 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 7TH DECEMBER 2020

The minutes of the meeting held on 7th December 2020 were agreed and signed as a true record.

78 ANNOUNCEMENTS (FOR INFORMATION ONLY)

To receive announcements from

(i) The Town Mayor- The Town Mayor provided an overview of his work and activities over the past month.

(ii) The Clerk- The Town Clerk provided details of meetings he had attended over the past month, some of which were featured on the agenda of this meeting.

79 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- The Town Council received an overview of work the Town Council had undertaken with Norfolk Constabulary in the past month, both with the Safer Neighbourhood Team and Broads Beat.

(ii) County and District Councillors – The Council noted the report of Cllr Ward. Dr T Foreman provided an overview of matter raised in an email by Mr I Mackie, including the Norfolk County Council budget and Green Lane North. Mr J Fisher provided details of the budget and Children's Services at Norfolk County Council. Miss S Lawn explained that her update would be covered during the meeting under the Griffin Lane Public House item.

(iii) Members of the public – A member of the public spoke regarding graffiti in the area and outlined the work they had undertaken to resolve the matter. Given much of the graffiti was located on private property, it was hoped the Town Council may be able to advocate for its removal.

80 FINANCE

- (i) Payments List: Voucher numbers 774 to 990 were signed
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

81 DRAFT MINUTES OF COMMITTEE MEETINGS.

- (i) Virtual Plans Meetings held 14/12/20 and 11/01/21 - were noted

82 GRAFFITI IN THORPE ST ANDREW

The meeting considered the correspondence from a member of the public, alongside the submissions made during the public session. The Councillors discussed the issue at length, particularly the unacceptable language used in some of the graffiti tags. Dr T Foreman highlighted that the Council had no powers to undertake work on private land but recognised the need to address the matter given the local concern. Mr J Ward suggested planning enforcement be involved to consider whether there has been any breach in planning rules. A further suggestion was that the Town Council write to the homeowners to bring the graffiti to their attention and request they cover the graffiti in paint. It was proposed by Mr J Ward, seconded by Miss S Lawn and **AGREED** to write to the homeowners and request action is taken, whilst also raising the matter with planning enforcement at Broadland District Council.

83 THE GRIFFIN PUBLIC HOUSE

Miss S Lawn provided a verbal report to the Town Council, relating to concerns regarding arson in Thorpe St Andrew. It was explained that the recent fire at the Griffin Public House had caused significant concern, especially when considered alongside other fires locally at Beech Hill, Pinebanks, and the Oasis. Because of these concerns, Miss S Lawn had held meetings with officers at Broadland District Council which resulted in changes to the wording on letters to developers regarding site security, and closer working between the departments at the District Council.

The Councillors extended their appreciation to Miss S Lawn for her work on securing these worthwhile changes at the District Council and **NOTED** the verbal report.

84 UPDATE ON DOG AGILITY AREA

Dr T Foreman provided a brief verbal update on the dog agility area, funded monies donated by Mrs T Mancini-Boyle, Mr J Emsell, and Miss S Lawn through the Broadland District Council member grant scheme. It was confirmed the equipment had been ordered and it would be installed as quickly as possible. The Town Council **NOTED** this verbal report.

85 MOTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS FOR DISCUSSIONS REGARDING COMMERCIAL MATTERS WERE PUBLICITY MIGHT BE PREJUDICIAL TO THE SPECIAL NATURE OF THE BUSINESS

It was proposed by Mr J Fisher, seconded by Miss S Lawn, and on a show of hands with all in favour **RESOLVED** to close the meeting to press and public. The one member of the public left the meeting.

86 PROPOSED LAND ACQUISITION

Dr T Foreman provided details of a negotiation related to the acquisition of land in Thorpe St Andrew through lease or freehold purchase. It was proposed by Mr J Fisher, seconded by Mr L Reeves and **RESOLVED** to authorise the Town Clerk to continue discussions and report back to the Town Council prior to any final decision being made. If necessary, legal advice within the budgeted allocation of funds can be sought.

Future Agenda Items. (Not for discussion)

With no further business the meeting closed at 21.05hrs

Signed

Chairman _____

Date _____

7th February 2021

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

BDC has now paid out £8.1m to businesses closed due to the pandemic. A total of £8.8m was received from the Government so £700k is still available. We have now heard that there is an additional £3m available. Details at www.broadland.gov.uk/coronavirus/businesses.

Broadland, along with all the other Norfolk Districts is in consultation with the County Council over the recently published LGA Model Code of Conduct which is currently going through NCC's Standards and Corporate Select Committees. The aim is to have one Code of Conduct for Norfolk which will include Towns and Parishes.

Norfolk County Council

Norfolk County Council has won the "Connected Britain Digital Council of the Year" award for 2020.

A scheme to help victims of Domestic Abuse is being rolled out across Norfolk. The scheme has been adopted by all Boots stores in the U.K. Staff are trained to respond to anybody asking for Annie (ANI Action Needed Immediately).

Lotus Cars have kindly donated 600 new laptops to NCC for their Every Child Online campaign.

Any family struggling with home learning can now speak to a member of library staff on 01603 774777 Mon-Fri 10-6 and Sat 10-4. This is part of the Every Child Online campaign

Norfolk has seen a boom in Adult Learning and is now in the top 6% in the country, increasing the number of online learners from 100 last March to 3000 now.

Blue Boar Lane will be closed on 21st Feb (or if inclement weather then 28th Feb) from 07.00 to 19.00 between Linacre Ave and Tesco for resurfacing work.

Thorpe St Andrew Town Council **PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
991	Materials fixtures & fittings	27/01/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	2.50	0.50	3.00
992	Electricity	27/01/2021		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	12.89	0.64	13.53
993	Wheeled/litter/dog bins	28/01/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	115.34	23.07	138.41
994	Wheeled/litter/dog bins	28/01/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	93.60	18.72	112.32
995	Wheeled/litter/dog bins	28/01/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.74	4.35	26.09
996	Bank charges	28/01/2021		Bank 1 Current Accou	online	Bank charges	LLoyds Bank	X	7.00	0.00	7.00
997	Telephone	09/02/2021		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	33.40	6.68	40.08
998	Telephone	09/02/2021		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	50.00	10.00	60.00
999	Water	09/02/2021		Bank 1 Current Accou	online	Water charges - Roxley Hall	Anglian Water	E	28.40	0.00	28.40
1,000	Electricity Toilets River Greer	09/02/2021		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	96.18	4.81	100.99
1,001	Foreman salary										
1,002	Fenn salary										
1,003	Bass - salary										
1,004	Sayer salary										
1,005	Calver salary										
1,006	Jones salary										
1,007	McCarthy Salary										
1,008	Wedge-Clarke Salary										
1,009	Postage										
1,010	Flack salary										
1,011	Foreman salary										
1,012	Foreman employers nic										
1,013	Sayer salary										
1,014	Sayer - NIC employer										
1,015	Bass - salary										
1,016	Bass - NIC employer										
1,017	Calver salary										
1,018	Calver -employers nic										
1,019	Student loan										
1,020	Jones salary										
1,021	Jones nic employer										
1,022	McCarthy Salary										
1,023	McCarthy employers nic										
1,024	Wedge-Clarke Salary										
1,025	Wedge-Clarke employers nic										
1,026	Flack salary										

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,027	Flack employer nic										
1,028	Fenn salary										
1,029	Fenn salary										
1,030	Fenn - pension employer										
1,031	Sayer salary										
1,032	Sayer - pension employer										
1,033	Bass - salary										
1,034	Bass - pension employer										
1,035	Foreman salary										
1,036	Foreman - pension employer										
1,037	Calver salary										
1,038	Calver pension employer										
1,039	Jones salary										
1,040	Jones pension employer										
1,041	Wedge-Clarke Salary										
1,042	Wedge-Clarke pension empl										
1,043	McCarthy Salary										
1,044	McCarthy pension employer										
1,045	Flack salary										
1,046	Flack pension employer										
1,047	Tree expenditure	10/02/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	300.00	60.00	360.00
1,048	Photocopy charges	10/02/2021		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	7.51	1.50	9.01
1,049	Soccer marking	10/02/2021		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	212.83	42.57	255.40
1,050	Field maintenance contract	10/02/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Gmd	CGM Group	S	651.67	130.33	782.00
1,051	Field maintenance contract	10/02/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	465.50	93.10	558.60
1,052	Field maintenance contract	10/02/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Gmd	CGM Group	S	470.00	94.00	564.00
1,053	Maintenance contract	10/02/2021		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
1,054	Morse - gas	10/02/2021		Bank 1 Current Accou	online	Gas charges - Morse	Total Gas & Power	S	442.44	88.49	530.93
1,055	Cleaning and cleaning mater	10/02/2021		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	620.00	0.00	620.00
1,056	Cleaning	10/02/2021		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	260.00	0.00	260.00
1,057	Cleaning Toilets	10/02/2021		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	660.00	0.00	660.00
1,058	Cafe	10/02/2021		Bank 1 Current Accou	online	Paint	Trade UK	S	72.55	14.53	87.08
1,059	Water charges	10/02/2021		Bank 1 Current Accou	online	Water charges - Cemetary	Anglian Water	E	58.00	0.00	58.00
1,060	Fuel	16/02/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	145.11	29.02	174.13
1,061	Health and Safety	16/02/2021		Bank 1 Current Accou	online	covid home testing kits	Tried and Tested	S	514.75	102.95	617.70
1,062	Subscriptions	16/02/2021		Bank 1 Current Accou	online	Subscription	Adobe	E	40.45	0.00	40.45
1,063	Town/neighbourhood plan	16/02/2021		Bank 1 Current Accou	online	Survey	Survey Monkey	E	29.17	0.00	29.17
1,064	Vehicle lease	16/02/2021		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
1,065	Gas	23/02/2021		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	S	362.43	72.48	434.91

Thorpe St Andrew Town Council **PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,066	Telephone	23/02/2021		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
1,067	Electricity	23/02/2021		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	788.59	157.72	946.31
1,068	Electricity	23/02/2021		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	83.01	4.15	87.16
1,069	Electricity	23/02/2021		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	46.10	2.31	48.41
1,070	Electricity	23/02/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	108.26	5.41	113.67
1,071	Tree expenditure	24/02/2021		Bank 1 Current Accou	online	Tree bags	Barcham	S	216.66	43.33	259.99
1,072	Grounds machinery maint	24/02/2021		Bank 1 Current Accou	online	Service equipment	Ben Burgess	S	683.35	136.68	820.03
1,073	Electricity	24/02/2021		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	12.68	0.63	13.31
1,074	Cleaning bus shelters	24/02/2021		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	135.00	0.00	135.00
1,075	Legal charges	24/02/2021		Bank 1 Current Accou	online	Subscription	NP Law	S	500.00	100.00	600.00
1,076	Computer/Photocopier	24/02/2021		Bank 1 Current Accou	online	Software update	Pear Technology Services	S	225.00	45.00	270.00
1,077	Town Hall loan	24/02/2021		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	E	1,963.69	0.00	1,963.69
1,078	Materials fixtures & fittings	24/02/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	69.42	13.90	83.32
1,079	Cafe	24/02/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	24.09	4.83	28.92
1,080	Materials fixtures & fittings	24/02/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	8.44	1.68	10.12
1,081	Energy charge	24/02/2021		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	2,307.44	461.49	2,768.93
1,082	Town Hall	24/02/2021		Bank 1 Current Accou	online	Electrical work - Town Hall	C R Wilson	E	50.00	0.00	50.00
Total									32,091.86	1,927.70	34,019.56

PAYMENT LIST

Salaries	vouchers 1001-1010	January salary	11433.05
Norfolk Pension Fund	vouchers 1029-1046	Employer/employee payments	3966.87
HMRC	vouchers 1011-1028	Tax and NIC	2932.59

THORPE ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 31/1/21 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	20903.02
Deposit account bank 1	362840.04
Sub total - bank 1	<u>383743.06</u>
Capital Account bank 2	55303.84
	<u>439046.90</u>

Unpresented cheques	Cheque number	Payee	Date	£
	8461	Rainbow Trust	23/12/2020	-50.00
	8462	Guide Dogs		-50.00

Total of unpresented cheques -100.00

438946.90

Balance at 31/3/20 241669.23

Plus receipts 614024.33

855693.56

Less expenditure -416746.66

438946.90

Completed by: *JRenn*

Date *9/2/21*

Certified by: *T. P. M. W.*

Date *9/2/21*

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE VIRTUAL PLANNING AND ENVIRONMENT COMMITTEE
MEETING
HELD ON 8TH FEBRUARY 2021**

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 19 members of the public

Apologies for Absence:

None

2. Declarations of Interest:

None

3. Minutes of meeting held on 11th January 2021

The minutes of the meeting held on 11th January 2021 were signed and approved as a true record.

4. Planning Items Raised by Residents-

Members of the public spoke on items related to 37 South Hill Road, 19 Prior Road, 10 South Avenue, the proposed mast on Dussindale Drive, 103 Yarmouth Road, and The Buck Public House.

5. Planning Applications

20210004 37 South Hill Road Single storey garden building & single storey rear extension

No objection – but comment that with the current level of detail, the grey cladding may be out of keeping with the area.

20210005 19 Prior Road Single storey elevation. Conversion of loft including new dormer to front elevation and gable construction to side. Relocation of garage

The current plans raise some concerns related to the size of the extension and window location. However, the new plans which were circulated appear to counter these concerns, providing greater distance from the neighbour and velux windows. There appears to be a large porch door which we would like the planners to look at.

20210023 59 Furze Road Proposed 1.5 storey side extension and two storey rear extension

No objection

20210050 97 Yarmouth Road Front fence, removal of bay window, addition of window on first floor front and ground and first floor right side elevation

No objection

20210053 10 South Avenue Installation of 3 split air conditioning units to front (retrospective)

No objection

20210064 Dussindale Drive The installation of a 17.5m high telecommunications monopole, accommodating 6 no, antenna apertures and a wraparound cabinet at its base; 6 no ground based equipment cabinets; plus development ancillary thereto. As part of this proposal, two existing installations will be removed from the surrounding area, ensuring a net decrease in telecommunication base stations. *Objection to the proposed mast. The proposed location has previously been the site of a serious accident. The proliferation of cabinets and changes to the area increases risk to cyclists/pedestrians.*

20210070 18a Stanmore Road Internal reconfiguration, conversion and extension of existing garages with first floor extension above
No objection

20210076 3 Ring Road To drop 3 full kerbstone and 1 sloping kerbstone
No objection

20210078 4 Western Avenue Extension to garage & replacement roof with internal alterations & improvements
No objection

20210090 56 Thunder Lane Raise the roof height of the garage to form annexe accommodation. Extend garage to the rear to provide carer accommodation for annexe.
No objection – but the use of the annexe must be ancillary to the main dwelling.

20210121 33 Highfield Close Single storey rear extension
No objection

20210138 103 Yarmouth Road Installation of two pairs of automated gates at the front and back entrances to the property
No objection, the Town Council likes the design of the gates.

20210161 The Buck, 55 Yarmouth Road Proposed partial change of use from pub (Sui Generis) and residential (C3) to café with take away function (Eb/Sui Generis) and 1 additional flat (C3) alongside conversion and refurbishment of ancillary storage facilities (Sui Generis) to retail/business units (E(a/b/c/d/e/f/g)/F2(a)/Sui Generis) to include a mix of internal and external alterations and a single storey front extension to the storage unit with new fenestration and cladding.
No objection in principle. The Town Council welcome the initiative for the longevity of the site and maintenance of the listed building. However, there are concerns regarding the design of the outbuildings and how they may blend in with the surrounding buildings in the conservation area. The Town Council does note that the applicant has previously engaged positively over the bollards and cameras, and we have a desire to maintain this positive relationship. We would finally request building control and the Historic Environment Officer assess the plans for the listed building to protect its structure.

20210178 The Buck, 55 Yarmouth Road As above – Listed Building application.
No objection in principle. The Town Council welcome the initiative for the longevity of the site and maintenance of the listed building. However, there are concerns regarding the design of the outbuildings and how they may blend in with the surrounding buildings in the conservation area. The Town Council does note that the applicant has previously engaged positively over the bollards and cameras, and we have a desire to maintain this positive relationship. We would finally request building control and the Historic Environment Officer assess the plans for the listed building to protect its structure.

20210081 Land south of Poppy Way Erection of a 66 bedroom care home for older people with (Postwick NR13 5HB) associated access, parking and landscaping.

No objection

20210175 18 Hilly Plantation Internal remodelling, new extensions and external material Changes

No objection

CTIL 302321, VF 18748, TEF N/A Proposed Base Station installation at Cell Site – Dussindale Community Centre

No objection, the Town Council believe this site is very suitable for a mast given its commercial environment.

BA/2021/0019/TCAA Plot 2, The Island, Yarmouth Road T7: Willow - fell

No objection if the Broads Authority determine the felling of the willow is necessary. The Town Council cannot evaluate due to the location of the tree. However, the Council would like to comment that willow trees play an important role in land cohesion and flooding reduction, therefore would like replanting to occur where possible.

7 BIODIVERSITY ON HIGHWAY VERGES

Dr T Foreman provided an overview of a proposal to increase biodiversity on highway verges. It was explained that initially new areas designated for biodiversity, these will be allowed to grow for a year to identify any species within the seed bed. Following this, the introduction of wildflower seeding may take place where suitable. Following questions from the Councillors it was confirmed that a 1.2m edge will remain mown in line with our highway commitments and to ensure the visual splay is maintained. A minimum 1 metre will be allowed to grow around trees, once again supporting biodiversity whilst reducing the risk to trees during mowing. The Committee welcomed this proposal and **RESOLVED** to approve the proposal, on condition the visual splay was not affected, and that signage was erected where possible.

Information Only

Confidential- Enforcement Notices were noted.

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

Meeting closed at 20.59hrs

Signed

Chairman _____

Date _____

Minutes of Virtual Finance and Staffing Committee Meeting held on 15th February 2021

1. PRESENT:

Miss S Lawn (Chairman)

Mr F. Bowe

Mr J. Emsell

Mr S. Snelling

Mr L. Reeves

Mr J. Ward

Mr J. Fisher

IN ATTENDANCE: Dr T Foreman (Town Clerk),

APOLOGIES FOR ABSENCE

Mr I Mackie

2. Declarations of Interest

None

3. Minutes of Meeting held on 16th November 2020

Minutes of the meeting held on 16th November 2020 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

No members of the public were present.

5. Finance

i. Variance Report

The variance report was considered and noted.

ii. Receipts and Payments

The receipts and payments were considered and noted.

6. Roxley Hall use for SEND Families

The Committee considered the report of Dr T Foreman relating to the use of Roxley Hall for SEND children. The report detailed the current use of the Tree Plantation and Roxley Hall, the latter benefiting from the 'Magic Table' facility recently purchased through grant funding from AVIVA.

The Committee discussed the provision at Roxley Hall, and were pleased that the facility had been so well received particularly during recent inclement weather. There was some discussion regarding the future of the provision. It was confirmed that given the low additional cost and significant benefit of the Tree Plantation sessions, that these will continue once a week for the foreseeable future. However, given the increased costs with cleaning, staffing, and 'Magic Table' use, it may be necessary to introduce a charge should families wish to continue using the service beyond the lockdown restrictions.

It was proposed by Mr J Ward, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to survey SEND families regarding current experiences at Roxley Hall and whether they would wish to continue with paid sessions beyond Covid-19 restrictions when the Hall reopens.

7. Update on Workshop and Service Yard

The Committee received a presentation regarding the existing workshop and service yard facility at the Sir George Morse Park. Given the proximity of the service yard to housing and the ground conditions in the service yard, it was highlighted that an alternative location for the building could be considered. It was proposed by Mr J Fisher, seconded by Mr F Bowe and on a show of hands **RESOLVED** to seek detailed plans of the proposed building, its possible location, and cost.

8. Wheelchair Swing

Dr T Foreman provided a verbal report, based upon the research undertaken by the Parks and Estate department. It was highlighted that a dedicated wheelchair swing would be a significant asset to the area, and could be supplemented by purchasing inclusive play equipment going forward. It was proposed by Mr J Fisher, seconded by Mr F Bowe and on a show of hands **RESOLVED** to recommend to Full Council that £15,000 + VAT be allocated to this project.

9. Community Support update

The Committee received the report outlining the community support currently being offered by the Town Council. There was a great deal of discussion regarding the positive work underway including the Dementia Support, SEND children provision, and business support. The Committee **NOTED** the report and asked thanks be extended to the Community Officer.

10. Staffing update

A general update on staffing cover was provided to the Committee, and details of staff meetings were given. The Councillors were pleased to receive the update, and wished to extend their appreciation to staff for their work, with a particular thanks to Mr J Calver for his work during the recent snow.

With no other business the meeting closed at 21.20hrs

Date of next meeting: March 2021

Chairman_____

Date_____



TOWN COUNCIL : 1st MARCH 2021

Wheelchair Swing

Agenda Item: 94

Reason for this Report

This report has been prepared to request the Town Council allocate £15,000 + VAT to a wheelchair swing/inclusive play equipment.

Background

The Finance and Staff Committee considered the purchase of a wheelchair swing/inclusive play equipment at its meeting in February 2021. Examples of wheelchair swings are contained in Appendix A.

Result

The Committee resolved to recommend £15,000 + VAT be allocated to a wheelchair swing/inclusive play equipment. Grant funding will also be sought towards this project. With future purchases of play equipment, priority will be given to inclusive play equipment at both the Sir George Morse Park, and the Fitzmaurice Park.

Advice

Should the Town Council approve the recommendation from the Finance and Staff Committee, the funds will come from allocated funds.

Legal Implications

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

Financial Implications

There are financial implications arising from this report.

