



THORPE ST ANDREW TOWN COUNCIL

## TOWN COUNCIL MEETING

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

Tel/Fax: (01603) 701048

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

Issued: 27<sup>th</sup> July 2022

### Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Town Hall on 1<sup>st</sup> August 2022 at 7.30pm for the purpose of transacting the following business.

*Foreman*

Thomas Foreman Clerk to the Council

### AGENDA

- 1 Attendance book and apologies for absence.
- 2 Declarations of interest in items on the agenda.
- 3 To confirm the minutes of the Town Council meeting held on 13<sup>th</sup> June 2022
- 4 Announcements (For information only)  
To receive announcements from
  - (i) The Town Mayor
  - (ii) The Clerk
- 5 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 minutes each.
  - (i) Norfolk Constabulary
  - (ii) County and District Councillors  
Report from Councillor John Ward
  - (iii) Members of the public
- 6 Finance
  - (i) Payments List: Voucher numbers 265 to 464 – attached
  - (ii) Bank Reconciliation Statement-to be tabled
- 7 Report of the Parks and Estates Supervisor - attached
- 8 Draft Minutes of Committee Meetings
  - (i) Plans Committee held 11<sup>th</sup> July 2022
  - (ii) Finance and Staff held 25<sup>th</sup> July 2022
- 9 Parish Partnership Scheme 2022/23 – Correspondence attached
- 10 Broadland District Council Taximeter Consultation – Correspondence attached
- 11 Norwich Western Link – Motion by Cllr John Ward - Attached
- 12 To consider a motion to exclude press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972 ss 100 and 102 due to the disclosure of personal information
- 13 Civic and Business Awards 2022 – 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 TOWN COUNCIL MEETING  
HELD ON 13<sup>TH</sup> JUNE 2022 AT 7:30PM**

**1 PRESENT:**

Miss S Lawn (Town Mayor)	
Mrs J Fisher (Deputy Town Mayor)	Mr T Garner
Mr J Emsell	Mr J Fisher
Mr J Ward	Mr M Lake
Mr F Bowe	Mr S Snelling
Mr P Berry	Ms M Friend
	Mrs T Mancini Boyle

**APOLOGIES:**

Mr L Reeves, Mr N Shaw, Mr J Boast, Mr T Grant-Fordham

**IN ATTENDANCE:** Dr T. Foreman (Locum CEO), Ms R McCarthy (Operational Manager/RFO)

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

None

**3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 9<sup>TH</sup> MAY 2022**

The minutes of the meeting held on 9<sup>th</sup> May 2022 were agreed and signed as a true record.

**4 ANNOUNCEMENTS (FOR INFORMATION ONLY)**

To receive announcements from

- (i) The Town Mayor- The Town Mayor provided an update on her activities during the previous month. The Mayor expressed appreciation for all the hard work of officers and Councillors over the Jubilee Weekend. In addition, the many volunteers, Thorpe Players, Fr James, Olly Day, and Sky Pyro, all deserved special praise. The Mayor also attended the Service of Thanksgiving at the Parish Church and expressed appreciation to Mrs T Mancini-Boyle for arranging the wicker corgi at River Green.
- (ii) The Clerk- The Clerk gave an overview of matters which the office had handed in the previous month and explained that there would be an opportunity for greater detail of these matters during the meeting.

**5 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 Miss S Lawn, seconded by Mrs J Fisher.

- (i) Norfolk Constabulary – The Town Council marked its appreciated for the Police attending its Jubilee event which was welcomed by many residents.
- (ii) County and District Councillors – The meeting noted to the report of Mr J Ward and Mr I Mackie. Mrs T Mancini-Boyle provided an update on the installation of Corgi at River Green by Broadland District Council.

(iii) Members of the public – None

## 6 FINANCE

(i) Payments List: Voucher numbers 74 to 264 totalling £121,751.95 were signed.

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

## 7 DRAFT MINUTES OF COMMITTEE MEETINGS.

(i) Planning and Environment Meeting – noted

(ii) Finance and Staffing Meeting – noted

(iii) Report of the Internal Auditor – the Town Council welcomed the positive internal audit report raising no issues or matters for further consideration.

(iv) Annual Governance and Accountability Return 2021/22 – the Town Council considered Section 1 of the Annual Governance Statement 2021/22 and Section 2 – Accounting Statements 2021/22. The forms were completed and it was proposed by Miss S Lawn, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** that the Town Mayor and Clerk sign and authorise the completed forms on behalf of the Council.

## 8 KEY POLICY REVIEW

The Town Council received the received the recommendation of the Finance and Staffing Committee regarding the adoption of key policies following a review. There was unanimous support for the new policies, which reflect best practice in the handling of complaints, unreasonably persistent complaints, and the equality, diversity and inclusion policy. It was proposed by Mr F Bowe, seconded by Mrs T Manini-Boyle and on a show of hands with all in favour **RESOLVED** to adopt the complaints, unreasonably persistent complaints, and equality, diversity and inclusion policy.

## 9 Consider a motion to exclude press and public from the meeting under the public bodies (admission to meetings) act 1960, as amended by the local government act 1972 ss.100 and ss.102 due to the disclosure of commercial information

It was proposed by Miss S Lawn, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** to exclude press and public.

## 10. Firework Tender

The Town Council received details of the firework tender for 2022. It was explained that a best value exercise had taken place for the fireworks throughout the year, which had resulted in a local company being appointed. The Town Council were supplied with additions to the firework. It was proposed by Mr J Emsell, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** to approve a budget of £5000 for the fireworks display, along with £2800 for the sound and light show.

## 11. Legal Update

Dr T Foreman provided an update on active legal matters, these were **NOTED** by the Town Council.

With no further business the meeting closed at 21.20hrs

Signed Chairman \_\_\_\_\_

Date \_\_\_\_\_

26<sup>th</sup> June 2022

## **Report from Councillor John Ward**

### **Broadland District Council**

On Thurs 16.6.22, I attended the funeral of Tom Gasson at the Roman Catholic Church on Sprowston Road, Tom was a former BDC Councillor and Chairman of the Council.

The Blue Boar public house on Wroxham Road has now been added to the Asset of Community Value Register.

On 16.6.22, I attended the Police Community Forum online with Insp Andy Terry who covers Sprowston, Thorpe St. Andrew and all the way to Acle. We saw and discussed the latest crime figures and current priorities which are Speeding and Anti-Social behaviour. We heard that on a normal day there are just 3 constables, each in a car, covering that whole area.

### **Norfolk County Council**

The Secretary of State has granted permission for the 1.6 mile dualling of the A47 between Blofield and Burlingham with works to start Autumn 2022.

Due largely to inflation, the cost of the Norwich Western Link has risen from £198m to £251m. The Government is expected to fund 85% of the cost. The 3.9 mile road and viaduct still represents value for money under the Government's criteria as it would bring major economic, transport, and air quality benefits to Norfolk.

NCC, in partnership with the Districts, Borough and City Councils has welcomed 668 Ukraine guests with a further 700 expected in the coming weeks.

The Library Service is recruiting young volunteers to help with the Summer Reading Challenge. The role is aimed at 12-16 yr olds who need to apply at [Volunteercontact@norfolk.gov.uk](mailto:Volunteercontact@norfolk.gov.uk)

There were more than 200 kitchen fires in Norfolk homes last year which is 50% of all fires.

Older and vulnerable residents can get a free Home fire safety visit from Norfolk Fire & Rescue Service. Details at [www.norfolk.gov.uk/fire](http://www.norfolk.gov.uk/fire)

As part of the Queen's Green Canopy, 40,000 trees are available at discount prices to Norfolk residents. Applications to [www.norfolk.gov.uk/jubileetrees](http://www.norfolk.gov.uk/jubileetrees)

24<sup>th</sup> July 2022

## **Report from Councillor John Ward**

### **Broadland District Council**

BDC has just launched this year's Enhancement Awards. If you know of a recently completed project that may be a worthy contender, please contact your local District Councillor so they might put it forward. Closing date is August 15<sup>th</sup>.

BDC has adopted a revised Hackney Carriage & Private Hire Vehicle Policy which will require all hackney carriages to be fitted with a calendar controlled taximeter and BDC will introduce a 'table of fares'

The Council have just received a letter from Joanna Averley, Chief Planner at the Department for Levelling Up, Housing and Communities, relating to the Government's position on the Nutrient Neutrality & Habitats Regulations. It is a complicated document and is still being studied by our Planners but it appears to give hope of a way forward.

### **Norfolk County Council**

On Tuesday 17/7/22 with the temp above 40c, Norfolk Fire Service took over 4600 calls and attended 280 individual fires with back-up engines coming from as far as Bristol, Liverpool & Newcastle and the old engines at Scottow Fire Museum were brought back into use.

NCC is encouraging residents to give up their cars for Car Free Day on Sunday 25<sup>th</sup> September.

A new café has been opened at Sprowston Park & Ride by a local business who has refurbished the unused building & toilets at no cost to the Council.

The Library Summer Reading Challenge, this year focussed on 'The Gadgeteers', launches 23<sup>rd</sup> July and finishes 10<sup>th</sup> September. Children age 5-11 can register now.

The Museum Service hosted a Foster Families Day at Gressenhall with 435 people, from across the county, attending. The theme for this year was Once Upon a Time, with fancy dress being much in evidence. The day was enjoyed by all with one comment being "Words are not enough to thank you for such an incredible day".

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
265	07/06/2022		Bank 1 Current Accou	BACS	Entertainer	S Alderton	X	2,230.00		2,230.00
266	07/06/2022		Bank 1 Current Accou	BACS	Entertainer	Mr E Baker	X	50.00		50.00
267	07/06/2022		Bank 1 Current Accou	BACS	Event Materials	Builders Equipment	S	543.81	108.76	652.57
268	07/06/2022		Bank 1 Current Accou	BACS	Cleaning Materials	Bunzl	S	87.18	17.43	104.61
269	07/06/2022		Bank 1 Current Accou	BACS	Football Marking	CGM Group	S	220.90	44.18	265.08
270	07/06/2022		Bank 1 Current Accou	BACS	Field Maintenance - Rec Grnd	CGM Group	S	736.32	147.27	883.59
271	07/06/2022		Bank 1 Current Accou	BACS	Field Maintenance - Fitz	CGM Group	S	515.42	103.08	618.50
272	07/06/2022		Bank 1 Current Accou	BACS	Fire & First Aid Cover	Falcon Fire & Rescue Ltd	S	593.55	118.71	712.26
273	07/06/2022		Bank 1 Current Accou	BACS	Lawnmower	Felthorpe Lawnmower Servlc	X	513.00		513.00
274	07/06/2022		Bank 1 Current Accou	BACS	Memory Card	Mr T Foreman	X	16.99		16.99
275	07/06/2022		Bank 1 Current Accou	BACS	Beacon Lighting	Mr T Foreman	S	14.54	3.98	18.52
276	07/06/2022		Bank 1 Current Accou	BACS	Telephone - Office	Mr T Foreman	X	11.30		11.30
277	07/06/2022		Bank 1 Current Accou	BACS	Telephone - Office	Mr T Foreman	X	7.13		7.13
278	07/06/2022		Bank 1 Current Accou	BACS	Event Materials	Mrs R McCarthy	S	27.27	1.40	28.67
279	07/06/2022		Bank 1 Current Accou	BACS	Refreshments	Mrs R McCarthy	E	11.98		11.98
280	07/06/2022		Bank 1 Current Accou	BACS	Paper	Mrs R McCarthy	S	15.99	3.20	19.19
281	07/06/2022		Bank 1 Current Accou	BACS	Laminator	Mrs R McCarthy	X	27.99		27.99
282	07/06/2022		Bank 1 Current Accou	BACS	Annual Website Subscription	Norfolk Geeks	X	540.00		540.00
283	07/06/2022		Bank 1 Current Accou	BACS	Legal fees - River Green	NP Law	S	401.80	79.16	480.96
284	07/06/2022		Bank 1 Current Accou	BACS	Banners	Premier Print	S	140.00	28.00	168.00
285	07/06/2022		Bank 1 Current Accou	BACS	Water charges - Morse	Wave	E	431.05		431.05
286	07/06/2022		Bank 1 Current Accou	BACS	Water charges - Recreation Gr	Wave	E	40.33		40.33
287	07/06/2022		Bank 1 Current Accou	BACS	Electricity - River Green	E.on	L	188.58	9.43	198.01
288	01/06/2022		Bank 1 Current Accou	DD	Mobile Phones - Office	O2	S	41.51	8.30	49.81
289	01/06/2022		Bank 1 Current Accou	DD	Mobile Phones - Parks & Estat	O2	S	54.65	10.93	65.58
	10/06/2022		Bank 1 Current Accou	BACS	June salary		X	1,557.37		1,557.37
	10/06/2022		Bank 1 Current Accou	BACS	June salary		X	1,350.62		1,350.62
	10/06/2022		Bank 1 Current Accou	BACS	June salary		X	1,390.82		1,390.82
	10/06/2022		Bank 1 Current Accou	BACS	June salary		X	1,392.62		1,392.62
	10/06/2022		Bank 1 Current Accou	BACS	June salary		X	1,767.47		1,767.47
	10/06/2022		Bank 1 Current Accou	BACS	June salary		X	1,353.05		1,353.05
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	307.01		307.01
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	190.85		190.85
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	246.38		246.38
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	141.07		141.07
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	206.18		206.18

## Thorpe St Andrew Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	141.07		141.07
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	204.38		204.38
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	141.07		141.07
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	431.81		431.81
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	239.92		239.92
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	196.69		196.69
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	119.16		119.16
	10/06/2022		Bank 1 Current Accou	BACS		HMRC	X	30.00		30.00
	10/06/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	131.70		131.70
	10/06/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	486.26		486.26
	10/06/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	98.33		98.33
	10/06/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	406.88		406.88
	10/06/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	98.33		98.33
	10/06/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	406.88		406.88
	10/06/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	98.33		98.33
	10/06/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	406.88		406.88
	10/06/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	152.89		152.89
	10/06/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	564.52		564.52
319	22/06/2022	Grounds Machinery Maintene	Bank 1 Current Accou	BACS	Mower Repairs	Ben Burgess	S	56.78	11.36	68.14
320	22/06/2022	Health & Safety	Bank 1 Current Accou	BACS	Chainsaw Equipment	Ben Burgess	E	48.15		48.15
321	22/06/2022	Cleaning and cleaning maten	Bank 1 Current Accou	BACS	Cleaning Materials	Bunzl	S	422.58	84.52	507.10
322	22/06/2022	Maintenance contract	Bank 1 Current Accou	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
323	22/06/2022	Office equipment	Bank 1 Current Accou	BACS	Electrical goods	Mr T Foreman	X	46.94		46.94
324	22/06/2022	Training and H & S	Bank 1 Current Accou	BACS	Mileage	Mr M Jones	X	151.20		151.20
325	22/06/2022	Legal charges	Bank 1 Current Accou	BACS	Legal fees	Norfolk County Council	S	80.50	16.10	96.60
326	22/06/2022	Website costs	Bank 1 Current Accou	BACS	Website updates	Norfolk Geeks	X	370.00		370.00
327	22/06/2022	Electricity (Toilets)	Bank 1 Current Accou	BACS	Electricity - River Green Toile	TotalEnergies Gas & Power L	L	60.00	3.00	63.00
328	22/06/2022	Energy charge	Bank 1 Current Accou	BACS	Electricity - Streelights	TotalEnergies Gas & Power L	S	1,931.09	386.21	2,317.30
329	22/06/2022	Park maintenance	Bank 1 Current Accou	BACS	Dog Agility Installation	Trade UK	S	122.92	24.58	147.50
330	22/06/2022	Health & Safety	Bank 1 Current Accou	BACS	Chainsaw Equipment	Trade UK	S	140.81	28.15	168.96
331	22/06/2022	Roxley Hall	Bank 1 Current Accou	BACS	Alarms Maintenance	Vincent Security	S	165.00	33.00	198.00
332	22/06/2022	Morse Pavilion	Bank 1 Current Accou	BACS	Alarms Maintenance	Vincent Security	S	275.00	55.00	330.00
333	22/06/2022	Town Hall	Bank 1 Current Accou	BACS	Alarms Maintenance	Vincent Security	S	125.00	25.00	150.00
334	22/06/2022	Cafe	Bank 1 Current Accou	BACS	Alarms Maintenance	Vincent Security	S	153.00	30.60	183.60
335	22/06/2022	CEO Salary	Bank 1 Current Accou	BACS	Locum Services	Politis Ltd	S	4,800.00	960.00	5,760.00
336	14/06/2022	Fuel	Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	285.11	57.02	342.13
337	14/06/2022	Fuel & machinery mainten	Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	109.97	21.99	131.96
338	29/06/2022	Grounds Machinery Maintene	Bank 1 Current Accou	BACS	Mower Repairs	Ben Burgess	S	56.78	11.36	68.14
339	29/06/2022	Equipment Hire	Bank 1 Current Accou	BACS	Scag Mower Hire	Ben Burgess	S	440.00	88.00	528.00

## Thorpe St Andrew Town Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
340	29/06/2022		Bank 1 Current Accou	BACS	Bus shelters	Mr R Marmoy	X	130.00		130.00
341	29/06/2022		Bank 1 Current Accou	BACS	Walkie Talkie Headset	Mrs R McCarthy	X	16.14		16.14
342	29/06/2022		Bank 1 Current Accou	BACS	Play Equipment Inspection	Playsafety Ltd	S	159.25	31.85	191.10
343	29/06/2022		Bank 1 Current Accou	BACS	Play Equipment Inspection	Playsafety Ltd	S	159.25	31.85	191.10
344	29/06/2022		Bank 1 Current Accou	BACS	Nursery Doorlock	Trade UK	S	7.05	1.41	8.46
345	29/06/2022		Bank 1 Current Accou	BACS	Water charges - Hillside Allot	Wave	E	201.02		201.02
346	29/06/2022		Bank 1 Current Accou	BACS	Legionella Testing	GES Water	S	345.00	69.00	414.00
347	29/06/2022		Bank 1 Current Accou	BACS	Legionella Testing	GES Water	S	345.00	69.00	414.00
348	15/06/2022		Bank 1 Current Accou	DD	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
349	15/06/2022		Bank 1 Current Accou	Credit Card	Stall Merchandise	Amazon	S	139.40	27.92	167.32
350	15/06/2022		Bank 1 Current Accou	Credit Card	Safety clothing	Amazon	S	159.84	31.92	191.76
351	15/06/2022		Bank 1 Current Accou	Credit Card	TEN	Broadland DC	X	21.00		21.00
352	15/06/2022		Bank 1 Current Accou	Credit Card	Safety Mirror	Amazon	S	21.69	4.34	26.03
353	15/06/2022		Bank 1 Current Accou	Credit Card	Road Closures	Norfolk County Council	E	66.00		66.00
354	15/06/2022		Bank 1 Current Accou	Credit Card	Water Retention Gel	Amazon	S	15.80	3.16	18.96
355	15/06/2022		Bank 1 Current Accou	Credit Card	Cleaning River Green Toilets	Amazon	S	23.32	4.66	27.98
356	15/06/2022		Bank 1 Current Accou	Credit Card	Stall Merchandise	eBay	X	2.39		2.39
357	15/06/2022		Bank 1 Current Accou	Credit Card	competition prizes	eBay	S	23.51	4.70	28.21
358	15/06/2022		Bank 1 Current Accou	Credit Card	Card Machine	Sumup	S	21.00	4.20	25.20
359	15/06/2022		Bank 1 Current Accou	Credit Card	Stationery	Amazon	S	19.49	3.90	23.39
360	15/06/2022		Bank 1 Current Accou	Credit Card	Stall Merchandise	Amazon	S	56.52	11.30	67.82
361	15/06/2022		Bank 1 Current Accou	Credit Card	Cleaning Equipment	Amazon	S	13.45	2.69	16.14
362	15/06/2022		Bank 1 Current Accou	Credit Card	Cleaning Equipment	Amazon	S	13.45	2.69	16.14
363	15/06/2022		Bank 1 Current Accou	Credit Card	Cleaning Equipment	Amazon	S	13.44	2.68	16.12
364	15/06/2022		Bank 1 Current Accou	Credit Card	Safety clothing	Amazon	S	79.29	11.13	90.42
365	15/06/2022		Bank 1 Current Accou	Credit Card	Stationery	Amazon	S	2.41	0.48	2.89
366	15/06/2022		Bank 1 Current Accou	Credit Card	competition prizes	eBay	X	27.14		27.14
367	15/06/2022		Bank 1 Current Accou	Credit Card	competition prizes	Claire's	X	14.40		14.40
368	15/06/2022		Bank 1 Current Accou	Credit Card	Facebook Advertising	Facebook Ads	X	7.97		7.97
369	15/06/2022		Bank 1 Current Accou	Credit Card	Fire Safety Equipment	Amazon	S	5.64	1.13	6.77
370	15/06/2022		Bank 1 Current Accou	Credit Card	Stall Merchandise	Amazon	S	34.09	6.82	40.91
371	15/06/2022		Bank 1 Current Accou	Credit Card	Norton Subscription	Norton	E	70.83		70.83
372	15/06/2022		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	E	25.28		25.28
373	15/06/2022		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	E	25.28		25.28
374	22/06/2022		Bank 1 Current Accou	DD	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
375	27/06/2022		Bank 1 Current Accou	DD	Gas charges - Morse	SSE	S	10.00	2.00	12.00
376	28/06/2022		Bank 1 Current Accou	DD	Bottle bank	URM UK	S	10.80	2.16	12.96
377	28/06/2022		Bank 1 Current Accou	DD	Telephone - Office	Talk Talk	S	52.45	10.49	62.94
378	28/06/2022		Bank 1 Current Accou	DD	Telephone - Morse Pavilion	Talk Talk	S	52.45	10.49	62.94



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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
379	Bank charges	28/06/2022		Bank 1 Current Accou	DD	Bank charges	Lloyds Bank	E	7.00		7.00
380	Wheeled/litter/dog bins	28/06/2022		Bank 1 Deposit Accou	DD	Waste bins	Veolia	S	127.09	25.42	152.51
381	Wheeled/litter/dog bins	28/06/2022		Bank 1 Deposit Accou	DD	Waste bins	Veolia	S	127.09	25.42	152.51
								<b>Total</b>	<b>34,977.04</b>	<b>3,075.36</b>	<b>38,052.40</b>

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
382 Telephone	01/07/2022		Bank 1 Current Accou	BACS	Mobile telephones - office	O2	S	41.51	8.30	49.81
383 Telephone	01/07/2022		Bank 1 Current Accou	BACS	Mobile telephones - Rec Grnd	O2	S	54.65	10.93	65.58
384 Photocopying	08/07/2022		Bank 1 Current Accou	BACS	Photocopying	Aurora	S	240.00	48.00	288.00
385 Maintenance contract	08/07/2022		Bank 1 Current Accou	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
386 Health & Safety	08/07/2022		Bank 1 Current Accou	BACS	Uniform	LogoWear Ltd	S	369.05	73.81	442.86
387 Equipment Hire	08/07/2022		Bank 1 Current Accou	BACS	Skip Hire	PSH Environmental	S	465.00	93.00	558.00
388 Receipts and payments	08/07/2022		Bank 1 Current Accou	BACS	Advert in Thorpe Players Maga	Thorpe Players	X	40.00		40.00
389 Tools & Equipment	08/07/2022		Bank 1 Current Accou	BACS	Drill	Trade UK	S	149.99	29.99	179.98
390 Health & Safety	08/07/2022		Bank 1 Current Accou	BACS	Uniform	Trade UK	S	107.48	21.50	128.98
391 Water rates	08/07/2022		Bank 1 Current Accou	BACS	Water charges - Town Hall	Wave	E	153.15		153.15
392 Dussindale water charges	08/07/2022		Bank 1 Current Accou	BACS	Water charges - Duss Allot	Wave	E	135.96		135.96
393 Repairs and maintenance	08/07/2022		Bank 1 Current Accou	BACS	Battery	Westcotec	S	133.50	26.70	160.20
	11/07/2022		Bank 1 Current Accou	BACS	July Salary		X	1,586.99		1,586.99
	11/07/2022		Bank 1 Current Accou	BACS	July Salary		X	1,380.63		1,380.63
	11/07/2022		Bank 1 Current Accou	BACS	July Salary		X	1,420.63		1,420.63
	11/07/2022		Bank 1 Current Accou	BACS	July Salary		X	1,422.63		1,422.63
	11/07/2022		Bank 1 Current Accou	BACS	July Salary		X	1,797.28		1,797.28
	11/07/2022		Bank 1 Current Accou	BACS	July Salary		X	1,347.66		1,347.66
	11/07/2022		Bank 1 Current Accou	BACS			X	277.39		277.39
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	190.85		190.85
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	216.37		216.37
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	141.07		141.07
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	176.37		176.37
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	141.07		141.07
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	174.37		174.37
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	141.07		141.07
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	402.00		402.00
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	239.92		239.92
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	202.08		202.08
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	119.16		119.16
	11/07/2022		Bank 1 Current Accou	BACS		HMRC	X	30.00		30.00
	11/07/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	131.70		131.70
	11/07/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	486.26		486.26
	11/07/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	98.33		98.33
	11/07/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	406.88		406.88
	11/07/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	98.33		98.33

## Thorpe St Andrew Town Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	11/07/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	406.88		406.88
	11/07/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	98.33		98.33
	11/07/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	406.88		406.88
	11/07/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	152.89		152.89
422	11/07/2022		Bank 1 Current Accou	BACS		Norfolk Pension Fund	X	564.52		564.52
423 Tree expenditure	14/07/2022		Bank 1 Current Accou	BACS	Tree work	CGM Group	S	600.00	120.00	720.00
424 Mayor's expenses	14/07/2022		Bank 1 Current Accou	BACS	Refreshments	Mr T Foreman	X	186.25		186.25
425 Legal charges	14/07/2022		Bank 1 Current Accou	BACS	Legal fees	Norfolk County Council	S	2,199.80	439.96	2,639.76
426 Materials fixtures & fittings	14/07/2022		Bank 1 Current Accou	BACS	Tools and Equipment	Trade UK	S	50.83	10.17	61.00
427 Roxley Hall	14/07/2022		Bank 1 Current Accou	BACS	Downpipe Repairs	Trade UK	S	10.37	2.08	12.45
428 Park maintenance	14/07/2022		Bank 1 Current Accou	BACS	Zip Wire Repairs	Trade UK	S	26.67	5.33	32.00
429 Materials fixtures & fittings	14/07/2022		Bank 1 Current Accou	BACS	Tools and Equipment	Trade UK	S	65.80	13.15	78.95
430 Energy charge	14/07/2022		Bank 1 Current Accou	BACS	Electricity - Streetlights	TotalEnergies Gas & Power L	S	1,715.76	343.14	2,058.90
431 Electricity (Toilets)	14/07/2022		Bank 1 Current Accou	BACS	Electricity - River Green Toile	TotalEnergies Gas & Power L	L	52.62	2.63	55.25
432 Fuel	13/07/2022		Bank 1 Current Accou	BACS	Fuel	Fuel Genie	S	250.11	50.02	300.13
433 Fuel & machinery mainten	13/07/2022		Bank 1 Current Accou	BACS	Fuel	Fuel Genie	S	150.13	30.03	180.16
434 Vehicle lease	15/07/2022		Bank 1 Current Accou	BACS	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
435 Health & Safety	18/07/2022		Bank 1 Current Accou	Credit Card	Uniform	Amazon	S	66.67	13.33	80.00
436 Subscriptions	18/07/2022		Bank 1 Current Accou	Credit Card	Subscription	Amazon	X	7.99		7.99
437 Stationery	18/07/2022		Bank 1 Current Accou	Credit Card	Stationery	Amazon	S	9.98	2.00	11.98
438 Sovereign Events	18/07/2022		Bank 1 Current Accou	Credit Card	Facebook Advertising	Facebook Ads	X	10.00		10.00
439 Subscriptions	18/07/2022		Bank 1 Current Accou	Credit Card	Subscription	Survey Monkey	X	750.00		750.00
440 Subscriptions	18/07/2022		Bank 1 Current Accou	Credit Card	Subscription	Adobe	X	25.28		25.28
441 Subscriptions	18/07/2022		Bank 1 Current Accou	Credit Card	Subscription	Adobe	X	25.28		25.28
442 Health & Safety	18/07/2022		Bank 1 Current Accou	Credit Card	Uniform	Amazon	S	18.32	3.67	21.99
443 Miscellaneous	18/07/2022		Bank 1 Current Accou	Credit Card	Stationery	Amazon	S	7.49	1.50	8.99
444 Health & Safety	18/07/2022		Bank 1 Current Accou	Credit Card	Health and safety equip	Amazon	S	6.66	1.33	7.99
445 Fuel & machinery mainten	25/07/2022		Bank 1 Current Accou	BACS	puncture repair	Ben Burgess	S	22.92	4.58	27.50
446 Grounds Machinery Maintena	25/07/2022		Bank 1 Current Accou	BACS	Strimmer Repair	Ben Burgess	S	48.23	9.65	57.88
447 Sovereign Events	25/07/2022		Bank 1 Current Accou	BACS	Stage Truck Donation	East Coast Truckers	X	500.00		500.00
448 Buildings & amenity areas	25/07/2022		Bank 1 Current Accou	BACS	Brushcutter	Felthorpe Lawnmower Servic	S	520.00	104.00	624.00
449 Grounds Machinery Maintena	25/07/2022		Bank 1 Current Accou	BACS	Strimmer Repair	Felthorpe Lawnmower Servic	S	40.66	8.13	48.79
450 CEO Salary	25/07/2022		Bank 1 Current Accou	BACS	Locum Services	Politis Ltd	S	4,800.00	960.00	5,760.00
451 Electricity	21/07/2022		Bank 1 Current Accou	DD	Electricity - Morse Pavilion	SSE	S	370.27	74.05	444.32
452 Telephone	22/07/2022		Bank 1 Current Accou	DD	Barrier line rental	Wireless Logic	S	4.00	0.80	4.80
453 Gas	22/07/2022		Bank 1 Current Accou	DD	Gas - Morse Pavilion	SSE	S	10.00	2.00	12.00
454 Telephone	22/07/2022		Bank 1 Current Accou	DD	Telephone - Office	Talk Talk	S	52.45	10.49	62.94
455 Telephone	22/07/2022		Bank 1 Current Accou	DD	Telephone - Morse Pavilion	Talk Talk	S	52.45	10.49	62.94
456 Equipment Hire	27/07/2022		Bank 1 Current Accou	BACS	Scag Mower Hire	Ben Burgess	S	440.00	88.00	528.00

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
457 Rates	27/07/2022		Bank 1 Current Accou	BACS	Commercial Waste	Broadland DC	E	344.14		344.14
458 One Off Payments	27/07/2022		Bank 1 Current Accou	BACS	Flag Signage	Catton Print	S	100.00	20.00	120.00
459 Town Hall	27/07/2022		Bank 1 Current Accou	BACS	Shutter Repairs	Cooks Binds & Shutters Ltd	S	105.00	21.00	126.00
460 Grounds Machinery Maintena	27/07/2022		Bank 1 Current Accou	BACS	Chainsaw Service	Felthorpe Lawnmower Servic	S	161.63	32.33	193.96
461 Electricity	27/07/2022		Bank 1 Current Accou	BACS	Electricity - River Green	E.on	S	313.82	62.76	376.58
462 Cleaning bus shelters	27/07/2022		Bank 1 Current Accou	BACS	Bus shelter maintenance	R Marmoy	X	140.00		140.00
463 Town Hall Loan	27/07/2022		Bank 1 Current Accou	BACS	Loan Payment	Public Works Loan Board	E	1,930.53		1,930.53
464 Sovereign Events	27/07/2022		Bank 1 Current Accou	BACS	Lighting tower	Speedy Asset Services Ltd	S	210.00	42.00	252.00
<b>Total</b>								<b>33,311.10</b>	<b>2,952.88</b>	<b>36,263.98</b>

## **ITEM 7**

Estates Team 6 month Report by Jason Calver. Parks and Estates Supervisor

I have compiled a 6 monthly report for the Councillors to read what has been achieved by the team over the first half of the year.

We had a very mild winter this year which both helped and hindered us, the grass continued to grow so the mowing season continued right through.

We had limited opportunities for the woodland management projects due to staff shortages, COVID and other factors, this being said we did still manage to clear the fence line along Cavalier Close, at the residents' request.

We managed to receive a grant from the Broadland tree wardens' budget this year, this enabled us to plant a native species hedgerow along the boundary of Hillside allotments and Hilly plantation. The species include Holly, Blackthorn, Hawthorn, Dogwood, Field Maple and Crab Apple. The idea of this hedge is to create a defensive barrier to the neighbour and to act as screening for the proposed parkland plan for the area.

We have also planted a few specimen trees around the parks, including a Canadian Gum Tree to represent the Commonwealth and to celebrate the Queens Platinum Jubilee.

The major project was the planting of the community orchard and community allotments at Fitzmaurice Park, this was received well by the community and many questions were asked and positive comments received. The apple trees are of many different varieties all of local provenance so hopefully they will provide both fruit and shade for people to enjoy. The raised planters have been planted up with various herbs and fruits, again for people to enjoy at their leisure.

March saw the delivery and installation of the community libraries, with a few minor tweaks to locking mechanisms these have been placed at River Green, next to the bus stop, Morse Park next to the entrance to the play area, and at the town hall. Again these seem to be a positive addition with the public using them regularly.

Also in March we installed a number of new benches on River Green, these are to replace the tired looking old wooden ones. The first to go in was a memorial bench for a residents late husband, I know she was very touched by the install and uses it regularly.

With the continued mild weather we began verge cutting a bit earlier this year with the aim of keeping ahead of the game and tidying up the area after winter.

The cricket preparation also began, this involves a lot of man hours and maintenance including scarification of the square, cutting of the square, application of various chemicals to enable better management of the square, much rolling and the re-measurement of the square to make sure all the dimensions are correct.

The spring saw our new tree contractor installed, this is CGM Arboriculture. They were able to come out and attend to a few large specimen trees which were unsafe, in poor health and causing issues. These included a large Eucalyptus at Gargle hill, removal of a large Sycamore again at Gargle hill but leaving standing dead wood for wildlife benefit and the removal of a rotten monolith also at Gargle hill next to the footpath.

Football has been played right through the season this year with no COVID interruptions, as the winter part of the season was mild and relatively dry the fields have fared well.

There has been a few issues with the goals but it has been resolved with help from the football clubs, again reinforcing the community links with the clubs.

Joanne our tree warden planted an oak tree in the events space in commemoration of the Queens Platinum Jubilee.

We had various machinery repaired in the early part of the year, including the water bowser to ensure we can water throughout the season.

Various building maintenance jobs have carried out too, including a deep clean of the Roxley and a repaint of the Morse Pavilion public toilets.

Allotment maintenance included the general cutting and tidying of hedges and grass areas and the installation of new water connections to the tanks to reduce leaks and to provide easier maintenance when required. We also had a large quantity of asbestos removed from Hillside allotments along with the collection we had in the yard, this is one job which has been good to get completed.

Events planning and preparation took some time between April and June with both the St Georges day street food and fun day and the Jubilee event at the Morse Park. These preparations included the refurbishment of the beacon ready for the national lighting ceremony.

We decided to go for a red white and blue colour theme with the planting this year which I feel has been a success. The tubs on river green have been especially impressive this year in their colour scheme.

As it was the Queens Platinum Jubilee James decided to install extra planters on the roundabout to add extra colour, again this has been successful so we will continue with this from now on.

The end of May saw the football club put on a tournament at the Morse Park, this was a big success for the football club and saw 4000 people on the park over the weekend, they cleared up immaculately and left the site in pristine condition so my thanks go to them.

Also around that time we were able to assist in the installation of the fencing around the new dog agility area at the Fitzmaurice Park, Since the fence has been installed the usage of the dog agility has increased, because of this we have installed an extra dog bin at the gate.

Since the Jubilee we have been carrying out the usual verge cutting tasks and other general maintenance to the area. This includes cricket preparation every week and a lot of watering due to the weather conditions.

School road closures on Vane Close took a lot of time throughout June/July, unfortunately this didn't have the desired effect and no volunteers were forthcoming through the school.

Martin has successfully attended and passed his chainsaw course so that's another positive for the team.

The planner system has helped a lot in the delegation of tasks to each of us and the team have taken to it well. We are well in excess of 500 jobs completed since its introduction, this is on top of the regular jobs we have to deal with. To me that is a credit to the staff we have so my thanks go to them.

If there are any questions or ideas you may have then do please let me know.

**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE  
MEETING  
HELD ON 11<sup>th</sup> JULY 2022**

**PRESENT:** Mr J Fisher Ms M Fried  
Mr F Bowe Mrs J Fisher  
Mr S Snelling Mr T Garner

**1. In Attendance:** Dr T Foreman (Locum CEO, remotely), Miss S Lawn (Town Mayor), 1 member of the public, 1 member of the public remotely.

**Apologies for Absence:** Mr P Berry

**2. Declarations of Interest:** Mr S Snelling declared an interest in application 20220931 and will withdraw for the duration of this item.

**3. Minutes of meeting held on 13<sup>th</sup> June 2022**

The minutes of the meeting held on 13<sup>th</sup> June 2022 were signed and approved as a true record.

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

A member of the public spoke in opposition to

**5. Planning Applications**

**20220931 40 Bishops Close Single storey rear extension**

The Town Council, in its capacity as statutory consultee, wishes to raise objections to the proposal as presented. The Town Council feel this should be considered a side extension, as opposed to a rear extension as it is this orientation which gives rise to a number of the issues with this proposal. The scale and mass of the extension is larger than is acceptable in the context of the plot, and there is likely to be a significant impact on the amenity of the neighbour due to its height and dominance close to the boundary. The Council believe that extension, which sits within a conservation area, would also negatively impact the amenity of the applicants plot itself. There are also concerns that the extension, as presented, would result in drainage issues with reference to the location of the existing manholes and the underground pipe connections. The Council is not against the principle of a single storey extension but finds the current design unacceptable. The Town Council would welcome an amended application with modifications to the design, particularly the roof, which would reduce the impact on neighbours.

**20210161 The Buck, 55 Yarmouth Road 7 Day Consultation**

The Town Council, in its capacity as consultee, wishes to raise objections. The increase in the ridge height of the outbuildings will give these buildings dominance on the site and combined with the proposed modern aesthetic will negatively impact both the conservation area and the Grade II listed main building. The housing development at the rear of the site was approved, on condition the materials used were in keeping with the surrounding area. The materials chosen in this application are not sympathetic to the area and it is felt that the intensification and increased ridge height of the outbuildings will create a street scene where the Grade II listed pub becomes the secondary building on the site. The number of businesses proposed to use the outbuildings will result in a proliferation of signage and advertising, which will negatively impact on the conservation area and the street scene, as well as on the main building. These businesses, combined with the proposed Café and residential use, will result in insufficient parking on the site and therefore cause on-street parking on a main transit route into the city which is already at capacity. When also considering the thorough fare to the houses at rear, the proposals are an over development of the site, which will impact upon the conservation area, and both the Church and The Buck which are both listed buildings.

The Town Council has concerns regarding the use of the main building, where the siting of the café away from the existing kitchen will likely require new ventilation to be installed which will impacted negatively on the both the appearance and fabric of the building. This is likely to also be the case at the Wine Bar with any extraction likely to cause odour nuisance to surrounding residents.

The Town Council therefore requests this application be refused and the applicant develop a masterplan for the site which is sympathetic to the building and the wider conservation area.

**BA/2022/002/TPO Manor Moorings, 10 Yarmouth Road TPO**

No objection.

**6. Draft Broads Plans 2022-27**

The Town Council welcomes the opportunity to comment as consultee on the Draft Broads Plan 2022-2027. Having reviewed the document, the Council welcomes many of the projects outlined within each of the strategic objective categories. The Council has some concerns that although the document uses phrases such as ‘connecting and inspiring communities’ and references the more than 90 parishes partly within the executive area, there is no mention of how partnership working with these parishes will be improved. There is a national drive to devolve powers to the first tier of local government, which will give communities substantial new powers. Against this backdrop, it was felt that the plan should give a vision for what tangible and measurable ways the Broads Authority will seek to partner these communities and improve the relationship it has with Councils in the area. The Broads Authority response to the Glover Review was not well received by local Councils who felt it was used to diminish the role of elected representatives serving on the Broads Authority, thereby reducing accountability. The lack of detail on how these relationships will be rebuilt is disappointing given the strategic objectives would seem to make this a priority. It is felt this lack of detail relating to the democratic elements of partnerships shows a lack of awareness and/or care for those relationships.

**7. Enforcement Notices (Confidential Matters)**

Noted.

**Information Only**

**Confidential- Enforcement Notices**

Noted

**Meeting closed at 21.00hrs**

*Signed:* .....

*Dated:* .....



# MINUTES OF FINANCE AND STAFFING COMMITTEE MEETING HELD ON 25<sup>TH</sup> JULY 2022

## 1. PRESENT:

Mrs J Fisher (Chairman)

Mr F. Bowe

Mr J. Emsell

Mr S. Snelling

Mr L. Reeves

Mr J. Ward

Mr P. Berry

Mr J. Fisher

Miss S Lawn

**IN ATTENDANCE:** Mrs R McCarthy (Operational Manager/RFO), Mr J Calver (Parks and Estates Supervisor), Dr T Foreman (Locum CEO) (remotely)

## **APOLOGIES FOR ABSENCE**

Ms M Friend

## 2. **Declarations of Interest**

None

## 3. **Minutes of Meeting held on 23<sup>rd</sup> May 2022**

Minutes of the meeting held on 23<sup>rd</sup> May 2022 were approved and signed as a true record.

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

None

## 5. **Quarter 1 Budget Comparison**

Mrs R McCarthy provided a detailed overview of the quarter one budget comparison. Explanations were provided on budget lines which were spend in excess of the first quarter, with these being one off payments such as the annual insurance. The Committee welcomed the format for the report and expressed support for further changes to the existing budget lines for ease of comparison. The Committee **NOTED** this report.

## 6. **Cricket Running Costs**

Mrs R McCarthy introduced a desk based analysis of the costs of cricket, updating the 2019/20 version which had been presented to the Council at that time. The latest analysis included full costings for the provision of cricket, taking into account the staffing hours required to maintain the cricket square and outfield. Mr J Calver provided feedback from a meeting with Norfolk Cricket Board where different models of running cricket were discussed, as a Town Council providing a large square of this standard was rare. The Committee were supportive of the provision of cricket, but felt that the escalating costs in terms of finance and staffing needed to be balanced, It was proposed by Mrs J Fisher, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** that discussions should take place with the cricket club and Norfolk Cricket Board to redress this balance and report back to the Committee on its progress.

## 7. **Performance Update**

Dr T Foreman presented an overview of the performance information from January 2022 to present. The Committee welcomed the presentation, which provided detail on current staffing levels, the areas of responsibility for the Parks and Estates team, as well as the work of the administration team. The Committee were particularly impressed that the Parks and Estates team had completed 566 short notice tasks since 21<sup>st</sup> April, in addition to their normal operational duties whilst also providing support for the Vane Close road-closure.

The Committee requested the presentation be circulated to all Councillors and looked forward to receiving this quarterly performance update. The Committee **NOTED** this presentation.

## 8. Replacement Play Equipment

Dr T Foreman reported that the damage to the roundabout at the Fitzmaurice Park meant that a replacement piece of equipment was required. The Committee felt that in the first instance, an inclusive roundabout should be considered as part of its commitment to increase the amount of inclusive play equipment locally. Mr J Calver explained that the company was unsure whether the preferred piece of equipment would fit in the existing space, and that this had yet to be considered. It was proposed by Mr J Fisher, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** that the Committee approve the purchase of an inclusive roundabout at a cost of £10,000, with any fitting costs to be considered by the CEO in line with delegated spending powers. If it is not possible to site the inclusive roundabout at the location, the Committee approve a standard 'like for like' roundabout at a cost not to exceed £9000.

## 9. To consider a motion to exclude press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972 ss100 and 102 due to the disclosure of personal information.

It was proposed by Mrs J Fisher, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to exclude press and public.

## 10. Staffing Terms and Conditions

Dr T Foreman provided an overview of the updated contract and employment handbook, which had been prepared to reflect the latest changes in employment law. There was some discussion as to whether the terms were the same as the existing contracts and it was confirmed that the documents reflected existing policies and working practices. Mr F Bowe expressed support for the documents but proposed the Councils commitment to the Armed Forces Covenant be reflected in the employment pack. This proposal was seconded by Miss S Lawn, and on a show of hands with all in favour **RESOLVED** to include a provision for reservists training in line with the Gold Standard of the Armed Forces Covenant.

It was proposed by Mr J Ward, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** to approve the employment handbook and contract, with the inclusion of the Armed Forces Covenant amendment, and that this be part of a Special Leave provision for up to 13 paid days each year to allow staff for the following purposes:

- Public duties
- Training in reserve forces
- Jury service or other Judicial Duties
- Political purposes

With no other business the meeting closed at 21.15hrs.

Chairman\_\_\_\_\_

Date\_\_\_\_\_



NCC contact number: 0344 800 8020  
Textphone: 0344 800 8011

cc Local Members

Your Ref:  
Date: June 2022

My Ref: HI/12/GEN/DH/KT  
Tel No.: 0344 800 8020  
Email: martin.wilby@norfolk.gov.uk

## From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

### Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last nine years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2023/24. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £350,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 09 December 2022. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2023 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

*Continued .../*

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

### What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- **Flashing signs to tackle speeding.** We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** **Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership**
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email [evehicles@norfolk.gov.uk](mailto:evehicles@norfolk.gov.uk) – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

Continued.../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

### **Schemes which will not be considered**

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
  - Speed Limits
  - Waiting restrictions
  - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

### **Information you must include in your bid**

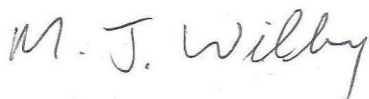
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to [ppsschemes@norfolk.gov.uk](mailto:ppsschemes@norfolk.gov.uk) (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby  
Cabinet Member for Highways, Infrastructure & Transport

**Parish Partnership bid application form**

<b>Fund applied for:</b>	Parish Partnership Fund		
<b>Applicant details:</b>			
<b>Submitted by/contact:</b>			
<b>Phone Number:</b>			
<b>Email:</b>			
<b>Sum applied for:</b>			
<b>Total project cost:</b>			
<b>Project title:</b>			
<b>Project detail:</b> (please include a plan/map of the extents of the scheme):			
<b>plan/map attached:</b>	Yes / No		
<b>Any other funding:</b>			
<b>Parish Income:</b>	<b>Precept</b>	<b>Other Income</b>	<b>Total Yearly Income</b>
<b>Reason for works:</b>			
<b>Any relevant supporting documents (e.g. supportive correspondence) :</b>			
<b>Discussed with:</b>			

## 10 Broadland District Council Taximeter Consultation

Following a consultation process last year, the Council recently adopted a revised Hackney Carriage and Private Hire Vehicle Policy and Conditions which applied to all Broadland District Council licensed Operators, Vehicles and Drivers from 1 April 2022. The policy can be found on the Council's website at: <https://www.southnorfolkandbroadland.gov.uk/policies/taxi-private-hire>.

The revised policy requires all licensed hackney carriages to be fitted with a sealed calendar controlled taximeter.

The Council is **proposing to introduce a 'table of fares'** which would fix the rates for distance, time and all other charges in connection with the hiring of any future Broadland District Council licensed hackney carriages.

The full consultation document, along with the proposed fares, can be accessed on the South Norfolk and Broadland website at <https://www.southnorfolkandbroadland.gov.uk/broadland-taxi-private-hire-licences>.

If you require a hard copy of the consultation document please contact the Licensing Team using the details at the top of this letter.

The consultation period begins on 22 July and ends on **16 September 2022**.

We welcome comments in respect of the proposed fares and answers to the questions listed at the end of the consultation document. Please note that these will apply to licensed **hackney carriages only**.

You may comment by emailing your responses to the questions to: [licensing.bdc@southnorfolkandbroadland.gov.uk](mailto:licensing.bdc@southnorfolkandbroadland.gov.uk).

Or writing to:

The Licensing Team, Broadland District Council, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, NR7 ODU.

All responses must be in writing to enable them to be fully considered as part of the consultation process.

At the end of the consultation period, all comments and representations received will be carefully considered. A report detailing the proposed new tariffs (table of fares) and all comments from consultees will be presented to the Council's Licensing and Regulatory Committee for consideration. Subsequently a report will be presented to the Council recommending adoption of the fares agreed by the Licensing and Regulatory Committee.

If you would prefer that your comments are not published as part of this process, please make this clear on your response.

The new agreed fares will take effect from 1 April 2023.

Kind regards,

Sarah Harris

## 11 Norwich Western Link – Motion by Cllr John Ward

**From:** Cllr John Ward <[cldr.John.Ward@southnorfolkandbroadland.gov.uk](mailto:cldr.John.Ward@southnorfolkandbroadland.gov.uk)>

**Sent:** Friday, June 24, 2022 11:41:08 PM

**To:** Thomas Foreman <[Thomas.Foreman@thorpestandrew-tc.gov.uk](mailto:Thomas.Foreman@thorpestandrew-tc.gov.uk)>

**Subject:** Motion for full council

Hi Thomas,

I would like to put the following motion to the next full council meeting please:-

Thorpe St. Andrew Town Council asserts its support for the construction of the Norwich Western Link and recognises that this vital new section of dual carriageway will bring the following benefits:-

- significantly reduce many journey times
- Lead to a reduction in carbon emissions from vehicles
- Boost Norfolk's economy and support its businesses
- Improve road safety
- Take traffic off unsuitable local roads
- Create new habitats and improve existing ones.

Most importantly, this new road will improve quality of life for people whose lives are blighted by the congestion caused by vehicles taking short cuts on unsuitable country lanes and residential streets.

Kind regards,

John