



THORPE ST ANDREW TOWN COUNCIL

## TOWN COUNCIL MEETING

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF

Tel/Fax: (01603) 701048

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

30<sup>th</sup> November 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 Roxley Hall on 5<sup>th</sup> December 2022 at 7.30pm for the purpose of transacting the following business.

*Thomas 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 7<sup>th</sup> November 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 on matters appearing on the agenda.  
Limited to 3 minutes each.
    - (i) Norfolk Constabulary
    - (ii) County and District Councillors
    - (iii) Members of the public
  - 6 Report of the Parks and Estates Supervisor
  - 7 Finance
    - (i) Payments List
    - (ii) Bank Reconciliation Statement
  - 8 Draft Minutes Committees
    - (i) Planning and Environment Committee
  - 9 On-Street Electric Charging – Correspondence Attached
  - 10 Cricket Update – Verbal Report
  - 11 Quotations for Landscaping and Maintenance – To Be Tabled
  - 12 Heartsease Roundabout Consultation – Correspondence Attached
  - 13 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 and Commercial Information
  - 14 Update on River Green – Verbal Report
  - 15 Chief Executive Officer Recruitment and Locum Contract – Verbal Report
- 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 7<sup>th</sup> NOVEMBER 2022 AT 7:30PM**

**1 PRESENT:**

Miss S Lawn (Town Mayor)  
Mrs T Mancini-Boyle  
Mr F Bowe  
Mr C Eden

Mr T Grant-Fordham  
Mr T Garner  
Mr M Lake  
Mr S Snelling  
Mr J Ward

**APOLOGIES:**

Mr J Fisher, Mrs J Fisher, Mr P Berry, Mr J Boast, Ms M Friend, Mr L Reeves, Mr J Emsell

**IN ATTENDANCE:** Dr T. Foreman (Locum CEO), Mr J Calver (Parks and Estates Supervisor)

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

None

**3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 3<sup>RD</sup> OCTOBER 2022**

The minutes of the meeting held on 3<sup>rd</sup> October 2022 were agreed and signed as a true record.

**4 ANNOUNCEMENTS (FOR INFORMATION ONLY)**

To receive announcements from

- (i) The Town Mayor - Miss S Lawn welcomed Mr C Eden to the Town Council following his recent election. Miss S Lawn explained she had attended the Broadland District Council Chairman's Civic Service, raised the flag to launch the local Poppy Appeal, and judged the recent Town Council Pumpkin competition.
- (ii) The Clerk - Dr T Foreman updated the meeting his activities throughout the month, many of which appear on the agenda of this 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 Mr S Snelling.

- (i) Norfolk Constabulary – The Locum CEO provided an overview of the work undertaken by the Safer Neighbourhood team over the past month and details of the move to Broadland Police Station. The attendance of the Police at the recent Town Council Firework Display was welcomed.

- (ii) County and District Councillors – The meeting noted to the report of Mr J Ward. Mrs T Mancini-Boyle provided details of grants currently available from Broadland District Council, including the ‘warm rooms’ initiative to deal with the rising cost of living.

- (iii) Members of the public – None

## **6 FINANCE**

- (i) Payments List was agreed and signed as a true record.
- (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

## **8 BUDGET 2023/24**

The Town Council received the draft budget which had been recommended for approval by the Finance and Staff Committee. Dr T Foreman provided details of the draft budget and explained that the proposed rise was significantly less than the rate of inflation, and resulted in a rise of approx. £3.07 per year on a Band D property. Dr T Foreman explained that this figure would be adjusted for the exact tax base, but ensured the Town Council could continue to provide the existing service level and progress projects including improvements to the workshop facilities. There was significant discussion relating to the current rate of inflation, projected to be in excess of 12%. The proposed rate of precept increase was approx. 3% which the meeting felt represented good value. It was proposed by Mr J Ward, seconded by Mr S Snelling and on a show of hands with all in favour **RESOLVED** that the budget be adopted in full, with a required precept of £550,654.00.

## **9 DISPOSAL OF ASSETS**

The Town Council received the report of the Parks and Estates Supervisor, which detailed a total of 18 pieces of parks machinery which were no longer required. Dr T Foreman explained that a replacement for the existing John Deere Gator was required and so funds from this sale would help offset the cost. It was proposed by Miss S Lawn, seconded by Mr M Lake, and on a show of hands with all in favour **RESOLVED** that the disposal of assets be approved, with the Town Mayor and locum CEO authorised to sign the disposal of assets forms.

## **10 LGA MODEL CODE OF CONDUCT**

Dr T Foreman introduced draft LGA Model Code of Conduct. There was widespread support for the new Model Code of Conduct. It was proposed by Mrs T Mancini-Boyle, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to support the adoption of the LGA Model Code of Conduct by Broadland District Council, and for the Town Council to then look to do so.

## **11 PERFORMANCE UPDATE**

Dr T Foreman provided an overview of the current performance data for the Town Council, including social media performance data which had been prepared by the Community and Communications Officer. The Town Council welcomed the

information and noted the significant increase in emails during the last quarter. The performance update was **NOTED** by the Town Council.

**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**

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

**13 FITZMAURICE PARK CRICKET PROPOSAL**

Dr T Foreman introduced the confidential report relating to cricket at Fitzmaurice Park. The Town Council had a wide-ranging discussion about cricket provision and there was significant support for community cricket to continue at the Fitzmaurice Park. It was proposed by Mrs T Mancini-Boyle, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** that the existing offer to the Cricket Club be the last and final offer.

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

With no further business the meeting closed at 21.30hrs

Signed

Chairman \_\_\_\_\_

Date \_\_\_\_\_



## PARKS AND ESTATES REVIEW AUGUST TO NOVEMBER

Here is the parks and estates review for August to November.

The tail end of the summer was a very warm and dry period of weather, the Sir George Morse Park and the Fitzmaurice Park resembled deserts until the end of September.

Football should have resumed in the middle of August but due to the extreme conditions I took the decision to delay the start of the season until the first weekend in October. This caused a few issues with the teams but all in all they agreed it was the best option, to preserve the pitches for the long term.

I also liaised with TSAFC about moving their pitch over to the back edge of the field, again to give the traditional A1 pitch a chance to recover. They again agreed and could see the benefits for the future.

At the end of September we overseeded the entire field, timed perfectly with the first rains and still warmth in the ground. James carried out these works as unfortunately I had to have time off due to covid. The result of this overseed has been outstanding, many of the clubs have said it's one of the best playing surfaces in Norfolk. I am hoping that building up relations with the football clubs can help both parties in the future. As an aside to this I have also been in contact with Norfolk FA in regards to getting extra funding for different projects.

James and Martin attended and passed the ROLO (Register of Land Based Operatives) course. This is a course similar to the CSCS qualification for builders and covers health and safety among other things.

The cricket season ended at the end of August. Bystanders won the 20/20 tournament at Horsford and I believe the season was a success for them. No games were called off due to weather or other issues which is very unusual. Future plans for cricket are still being discussed .

The planner has proven very effective with all members of the team. Over 900 jobs have been completed between April and November.

Verge cutting has continued as the weather has remained mild, hopefully one more cut will see the season out.

CGM our tree contractor has carried out a number of projects at the Fitzmaurice Park including pollarding Field Maples near Hopton Close and removal of Poplars in the Pound Lane plantation. This is the start of our planned tree works program for the winter months around the park. Information and guidance will be published on social media to make the community aware of what is happening.

We have received a number of tree packs from the woodland trust which will go towards hedge planting around the town. We have also received a grant of £645 for more hedging again for around the town.

November has turned into events season this year with fireworks at the beginning and Christmas lights at the end. The planning of the events by Rachel and Debbie has made our jobs on the parks team so much easier, we all just click into place and the plans come together. This shows by how successful our events have become.

May I take this opportunity to wish you all a Merry Christmas and a happy 2023 from the whole parks and estates team.

## Thorpe St Andrew Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
790	Telephone	02/11/2022		Bank 1 Current Accou	DD	Mobile Phones - Office	O2	S	41.51	8.30	49.81
797	Telephone	02/11/2022		Bank 1 Current Accou	DD	Mobile Phones - Parks & Estatu	O2	S	54.65	10.93	65.58
798	Receipts and payments	02/11/2022		Bank 1 Current Accou	BACS	Refund overpayment	Collier Turf Care Ltd	S	-40.50	-8.10	-48.60
799	Electricity	04/11/2022		Bank 1 Current Accou	BACS	Electricity - Morse Pav	SSE	L	179.57	8.97	188.54
800	Equipment Hire	04/11/2022		Bank 1 Current Accou	BACS	Hire equipment	Ben Burgess	S	660.00	132.00	792.00
801	Xmas Event	04/11/2022		Bank 1 Current Accou	BACS	Fireworks	Ben Burgess	S	995.07	199.01	1,194.08
802	One Off Payments	04/11/2022		Bank 1 Current Accou	BACS	Fencing	Builders Equipment	S	216.22	43.24	259.46
803	Training and H & S	04/11/2022		Bank 1 Current Accou	BACS	Clothing H & S	LogoWear Ltd	S	348.60	69.72	418.32
804	Rent and deposit	04/11/2022		Bank 1 Current Accou	BACS	Allotment Refund	D Lovell	X	25.00		25.00
805	One Off Payments	04/11/2022		Bank 1 Current Accou	BACS	Electrical goods	M D Thompson	S	19.47	3.89	23.36
806	Legal charges	04/11/2022		Bank 1 Current Accou	BACS	Legal fees - River Green	Norfolk County Council	S	1,817.10	363.42	2,180.52
807	CEO Salary	04/11/2022		Bank 1 Current Accou	BACS	Locum Services	Politis Ltd	S	4,800.00	960.00	5,760.00
808	Wheeled/litter/dog bins	04/11/2022		Bank 1 Current Accou	BACS	Bin Bags	Polybags Ltd	S	181.39	36.28	217.67
809	Wheeled/litter/dog bins	04/11/2022		Bank 1 Current Accou	BACS	Bin Bags	Polybags Ltd	S	181.39	36.28	217.67
810	Cleaning	04/11/2022		Bank 1 Current Accou	BACS	Bin Bags	Polybags Ltd	S	181.39	36.28	217.67
811	River Green maintenance	04/11/2022		Bank 1 Current Accou	BACS	Bin Bags	Polybags Ltd	S	181.38	36.27	217.65
812	Equipment Hire	04/11/2022		Bank 1 Current Accou	BACS	Skip	PSH Environmental	S	255.00	51.00	306.00
813	Town Hall	04/11/2022		Bank 1 Current Accou	BACS	Nursery Improvements	Trade UK	S	82.19	16.44	98.63
814	River Green maintenance	04/11/2022		Bank 1 Current Accou	BACS	Hanging baskets	Trade UK	S	58.33	11.67	70.00
815	Rent and deposit	04/11/2022		Bank 1 Current Accou	CHQ	Allotment Refund		X	25.00		25.00
816	Hillside water charges	04/11/2022		Bank 1 Current Accou	BACS	Water charges - Hillside Allot	Wave	S	117.48	23.50	140.98
817	Maintenance contract	10/11/2022		Bank 1 Current Accou	BACS	Streetlighting Contract	Cozens	S	400.00	80.00	480.00
818	Electricity	10/11/2022		Bank 1 Current Accou	BACS	Electricity - River Green	E.on	L	124.63	6.23	130.86
819	Fireworks	10/11/2022		Bank 1 Current Accou	BACS	Fire & First Aid Cover	Falcon Fire & Rescue Ltd	S	1,442.00	288.40	1,730.40
820	Fireworks	10/11/2022		Bank 1 Current Accou	BACS	Ticket Refund		S	10.00	2.00	12.00
821	Morse Pavilion	10/11/2022		Bank 1 Current Accou	BACS	Electrical work - Morse Pav	Clive Pilgrim	X	2,500.00		2,500.00
822	Cafe	10/11/2022		Bank 1 Current Accou	BACS	Electrical work - Cafe	Clive Pilgrim	X	150.00		150.00
823	Town Hall	10/11/2022		Bank 1 Current Accou	BACS	Electrical work - Town Hall	Clive Pilgrim	X	110.00		110.00
824	River Green	10/11/2022		Bank 1 Current Accou	BACS	Electrical work - River Green	Clive Pilgrim	X	860.00		860.00
825	Fireworks	10/11/2022		Bank 1 Current Accou	BACS	Ticket Refund		S	13.33	2.67	16.00
826	Fireworks	10/11/2022		Bank 1 Current Accou	BACS	Car Park Fee	The Yare Education Trust	E	40.00		40.00
827	Remembrance Day	10/11/2022		Bank 1 Current Accou	BACS	Remembrance Equipment	Mr T Foreman	S	84.97	17.00	101.97

## Thorpe St Andrew Town Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
828	Office equipment	10/11/2022		Bank 1 Current Accou	BACS	Label Machine	Mr T Foreman	S	69.39	13.87	83.26
829	Buildings & amenity areas	15/11/2022		Bank 1 Current Accou	BACS	Lighting tower	Lawn and Power Ltd	S	3,402.49	680.50	4,082.99
830	Salary	11/11/2022		Bank 1 Current Accou	BACS	November salary		X	1,647.53		1,647.53
831	Salary	11/11/2022		Bank 1 Current Accou	BACS	November salary		X	1,415.33		1,415.33
832	Salary	11/11/2022		Bank 1 Current Accou	BACS	November salary		X	1,428.73		1,428.73
833	Salary	11/11/2022		Bank 1 Current Accou	BACS	November salary		X	1,457.33		1,457.33
834	Salary	11/11/2022		Bank 1 Current Accou	BACS	November salary		X	1,865.16		1,865.16
835	Salary	11/11/2022		Bank 1 Current Accou	BACS	November salary		X	1,315.02		1,315.02
836	Salary	11/11/2022		Bank 1 Current Accou	BACS	November salary		X	895.84		895.84
837	Salary	11/11/2022		Bank 1 Current Accou		tax/nic	HMRC	X	294.03		294.03
838	Employers NIC	11/11/2022		Bank 1 Current Accou		employers nic	HMRC	X	187.71		187.71
839	Salary	11/11/2022		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	221.56		221.56
840	Employers NIC	11/11/2022		Bank 1 Current Accou	BACS	employers nic	HMRC	X	135.19		135.19
841	Salary	11/11/2022		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	168.28		168.28
842	Employers NIC	11/11/2022		Bank 1 Current Accou	BACS	employers nic	HMRC	X	129.35		129.35
843	Salary	11/11/2022		Bank 1 Current Accou	BACS	tax nic	HMRC	X	179.56		179.56
844	Employers NIC	11/11/2022		Bank 1 Current Accou	BACS	employers nic	HMRC	X	135.19		135.19
845	Salary	11/11/2022		Bank 1 Current Accou	BACS	tax nic	HMRC	X	407.98		407.98
846	Employers NIC	11/11/2022		Bank 1 Current Accou	BACS	employers nic	HMRC	X	230.90		230.90
847	Salary	11/11/2022		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	177.32		177.32
848	Employers NIC	11/11/2022		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	101.34		101.34
849	Employers NIC	11/11/2022		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	26.22		26.22
850	Student Loan	11/11/2022		Bank 1 Current Accou	BACS	Student Loan	HMRC	X	39.00		39.00
851	Salary	11/11/2022		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	137.69		137.69
852	Pension Employer	11/11/2022		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	508.38		508.38
853	Salary	11/11/2022		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	100.78		100.78
854	Pension Employer	11/11/2022		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	417.04		417.04
855	Salary	11/11/2022		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	98.33		98.33
856	Pension Employer	11/11/2022		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	406.88		406.88
857	Salary	11/11/2022		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	100.78		100.78
858	Pension Employer	11/11/2022		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	417.04		417.04
859	Salary	11/11/2022		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	158.03		158.03
860	Pension Employer	11/11/2022		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	583.48		583.48
861	Salary	11/11/2022		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	52.14		52.14

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
862	Employers Pension	11/11/2022		Bank 1 Current Accou	BACS	Pension Employer	Norfolk Pension Fund	X	227.52		227.52
863	Telephone	15/11/2022		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	38.47		38.47
864	Telephone	15/11/2022		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	11.30		11.30
865	Subscriptions	15/11/2022		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	E	26.49		26.49
866	Additional Events	15/11/2022		Bank 1 Current Accou	Credit Card	Poppy Trail Maintenance	eBay	X	10.19		10.19
867	Fireworks	15/11/2022		Bank 1 Current Accou	Credit Card	Road Closures	Norfolk County Council	X	40.55		40.55
868	Xmas Event	15/11/2022		Bank 1 Current Accou	Credit Card	Road Closures	Norfolk County Council	E	40.55		40.55
869	Fireworks	15/11/2022		Bank 1 Current Accou	Credit Card	Facebook Advertising	Facebook Ads	X	20.00		20.00
870	Additional Events	15/11/2022		Bank 1 Current Accou	Credit Card	Halloween Merchandise	Sainsburys	X	12.00		12.00
871	Fireworks	15/11/2022		Bank 1 Current Accou	Credit Card	Refreshments	Morrisons	X	20.00		20.00
872	Fuel	15/11/2022		Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	212.25	42.45	254.70
873	Fuel & machinery mainten	15/11/2022		Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	55.00	11.00	66.00
874	Vehicle lease	15/11/2022		Bank 1 Current Accou	DD	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
875	Gas	21/11/2022		Bank 1 Current Accou	DD	Gas - Morse Pavilion	SSE	L	133.31	6.66	139.97
876	Office equipment	21/11/2022		Bank 1 Current Accou	BACS	Batteries	Mr J Calver	X	18.00		18.00
877	Tree expenditure	21/11/2022		Bank 1 Current Accou	BACS	Tree work	CGM Group	S	520.00	104.00	624.00
878	Repairs	21/11/2022		Bank 1 Current Accou	BACS	Streetlight Repairs	Cozens UK Ltd	S	395.00	79.00	474.00
879	Repairs	21/11/2022		Bank 1 Current Accou	BACS	Streetlight Repairs	Cozens UK Ltd	S	630.00	126.00	756.00
880	Fireworks	21/11/2022		Bank 1 Current Accou	BACS	Security for event	Discreet Security Ltd	S	585.00	117.00	702.00
881	Remembrance Day	21/11/2022		Bank 1 Current Accou	BACS	Security for event	Discreet Security Ltd	S	585.00	117.00	702.00
882	Roxley Hall	21/11/2022		Bank 1 Current Accou	BACS	Lightbulbs	M D Thompson	S	12.93	2.59	15.52
883	Energy charge	21/11/2022		Bank 1 Current Accou	BACS	Streetlighting Energy Charge	TotalEnergies Gas & Power L	S	4,093.97	818.80	4,912.77
884	Town Hall	21/11/2022		Bank 1 Current Accou	BACS	Floodlight Repairs	TT Jones Electrical	S	1,000.00	200.00	1,200.00
885	Telephone	21/11/2022		Bank 1 Current Accou	BACS	Broadband	Virgin Media Business	S	40.75	8.15	48.90
886	Water charges	21/11/2022		Bank 1 Current Accou	BACS	Water - Cemetery	Wave	E	59.45		59.45
887	Water charges	21/11/2022		Bank 1 Current Accou	BACS	Water charges - Roxley Hall	Wave	E	84.25		84.25
888	Telephone	22/11/2022		Bank 1 Current Accou	BACS	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
889	Buildings & amenity areas	22/11/2022		Bank 1 Current Accou	BACS	Safety Barriers	Workplace Depot	S	623.94	124.79	748.73
890	Vehicle Maintenance	28/11/2022		Bank 1 Current Accou	BACS	Machinery Repairs	Ben Burgess	S	278.06	55.62	333.68
891	Xmas Event	28/11/2022		Bank 1 Current Accou	BACS	Entertainer	Braveface Ltd	X	400.00		400.00
892	Xmas Event	28/11/2022		Bank 1 Current Accou	BACS	Install Xmas lighting	Cozens UK Ltd	S	1,850.00	370.00	2,220.00
893	Xmas Event	28/11/2022		Bank 1 Current Accou	BACS	Xmas lights	Miss S Lawn	S	167.97	30.01	197.98
894	Health & Safety	28/11/2022		Bank 1 Current Accou	BACS	Uniform	LogoWear Ltd	S	119.90	23.98	143.88
895	Cleaning bus shelters	28/11/2022		Bank 1 Current Accou	BACS	Cleaning bus shelters	Mr R Marmoy	X	155.00		155.00

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
896	Buildings & amenity areas	28/11/2022		Bank 1 Current Accou	BACS	Football Trolley	MH Goals	S	748.00	149.60	897.60
897	CEO Salary	28/11/2022		Bank 1 Current Accou	BACS	Locum Services	Politis Ltd	S	4,800.00	960.00	5,760.00
898	River Green Lights	28/11/2022		Bank 1 Current Accou	BACS	Loan Payment	Public Works Loan Board	E	1,783.14		1,783.14
899	Electricity (Toilets)	28/11/2022		Bank 1 Current Accou	BACS	Electricity - River Green Toile	TotalEnergies Gas & Power L	L	143.88	7.20	151.08
900	Subscriptions	28/11/2022		Bank 1 Current Accou	BACS	SLCC Subscription	SLCC	X	236.00		236.00
901	Xmas Event	28/11/2022		Bank 1 Current Accou	BACS	Xmas lights	Mrs D Wheatley	X	25.00		25.00
902	Xmas Event	28/11/2022		Bank 1 Current Accou	BACS	Event Security	Discreet Security Ltd	S	780.00	156.00	936.00
903	Electricity	24/11/2022		Bank 1 Current Accou	DD	Electricity - Roxley Hall	SSE	L	275.55	13.77	289.32
904	Electricity	24/11/2022		Bank 1 Current Accou	DD	Electricity - Town Hall	SSE	S	1,056.45	211.29	1,267.74
905	Telephone	28/11/2022		Bank 1 Current Accou	DD	Telephone - Office	Talk Talk	S	52.45	10.49	62.94
906	Telephone	28/11/2022		Bank 1 Current Accou	DD	Telephone - Morse Pavilion	Talk Talk	S	52.45	10.49	62.94
907	Bank charges	28/11/2022		Bank 1 Current Accou	DD	Bank charges	Lloyds Bank	E	7.00		7.00
908	Wheeled/litter/dog bins	28/11/2022		Bank 1 Deposit Accou	DD	Wheeled bins	Veolia	S	201.72	40.34	242.06
908	Wheeled/litter/dog bins	28/11/2022		Bank 1 Deposit Accou	DD	Wheeled bins	Veolia	S	167.05	33.41	200.46
909	Telephone	29/11/2022		Bank 1 Current Accou	DD	Mobile Telephones	Three	S	22.83	4.56	27.39
909	Telephone	29/11/2022		Bank 1 Current Accou	DD	Mobile Telephones	Three	S	30.44	6.09	36.53
<b>Total</b>									<b>58,239.16</b>	<b>7,042.89</b>	<b>65,282.05</b>

# Thorpe St Andrew Town Council

Prepared by:

*Rachel McCarthy*  
Name and Role (Clerk/RFO etc)

Date:

*01/12/22*

Approved by:

Name and Role (RFO/Chair of Finance etc)

Date:

<b>Bank Reconciliation at 30/11/2022</b>			
	Cash in Hand 01/04/2022		373,343.07
	<b>ADD</b>		
	Receipts 01/04/2022 - 30/11/2022		770,108.45
			1,143,451.52
	<b>SUBTRACT</b>		
	Payments 01/04/2022 - 30/11/2022		550,507.26
<b>A</b>	<b>Cash in Hand 30/11/2022</b> (per Cash Book)		<b>592,944.26</b>
	Cash in hand per Bank Statements		
	Bank 2 Capital Account 30/11/2022	55,324.41	
	Bank 1 Deposit Account 30/11/2022	512,277.93	
	Bank 1 Current Account 30/11/2022	25,387.09	
			<b>592,989.43</b>
	Less unrepresented payments		45.17
			592,944.26
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>592,944.26</b>
<b>A = B Checks out OK</b>			

# THORPE ST ANDREW TOWN COUNCIL

## MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE

### MEETING

### HELD ON 14<sup>th</sup> NOVEMBER 2022

**PRESENT:**

Mr J Fisher (Chairman)	Mrs J Fisher
Miss S Lawn	Mr T Garner
Mr S Snelling	

**1. In Attendance:** Dr T Foreman (Locum CEO, remotely), Miss S Lawn (Town Mayor), 1 member of the public, 2 members of the public remotely.

**Apologies for Absence:** Mr P Berry, Ms M Friend

**2. Declarations of Interest:** Mr S Snelling declared a non-fiduciary interest in application 227 Thunder Lane, 148A Thunder Lane, and all Councillors declared a non-fiduciary interest in 11 Eastern Close and the Broads Authority applications.

#### **3. Minutes of meeting held on 10<sup>th</sup> October 2022**

The minutes of the meeting held on 10<sup>th</sup> October 2022 were signed and approved as a true record.

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

Five members of the public spoke on matters related to the agenda.

#### **5. Planning Applications**

20221582	218	Plumstead Road East	Single storey rear pitched roof extension	The Town Council, in its capacity as statutory consultee, raises no objection.
20221516	28	South Hill Close	Single storey front and side extension	The Town Council, in its capacity as statutory consultee, raises no objection.
20221617	58	Furze Road	Erection of a timber pre-fabricated single storey granny annexe	No objection in principle, but as it is close to the boundary we would support movement away from the neighbouring property. The Town Council would like a condition that use and occupation of the annexe is ancillary and integral to the main building
20221627	15	Thompson Road	Proposed side and rear extension with loft conversion	The Town Council, in its capacity as statutory consultee, raises no objection.



20221662	A1042	Yarmouth Road	Non-illuminated sponsorship signs x 4	The Town Council, in its capacity as statutory consultee, raises an objection. The roundabout is in the vicinity of a listed building and
20221686	148	Thunder Lane	Erection of a detached residential dwelling (using class C3) following the demolition of the existing community hall (use class F2) and associated structures (all matters reserved except access) (Outline)	No objection in principle, but the Town Council would like to see the trees on site protected and would agree with any observations made by the tree officer. The Town Council would also like clarity on the access and would like reassurance that the access to the pub would be restricted.
20221685	5	Park House	Remove existing lantern/skylight at rear & tile over with roof slates to match (Listed Building)	The Town Council, in its capacity as statutory consultee, raises no objection.
20221718	227	Thunder Lane	Demolition of existing garage and erection of single storey side and rear extension with porch to front	The Town Council, in its capacity as statutory consultee, raises no objection in principle, but has concerns the loss of the traditional porch will detract from the streetscene of the area.
20221721	11	Eastern Close	New dormer to existing loft conversion	The Town Council, in its capacity as statutory consultee, raises no objection and supports the proposed change to the angle of the window.
20221483	2	East Wing, St Andrews Park	Replacement windows and doors	The Town Council, in its capacity as statutory consultee, raises no objection, but would wish all windows in the area to be of the same colour.
20221749	3	Stanmore Road	Extend & refurbish garage to incorporate home work studio	The Town Council, in its capacity as statutory consultee, raises no objection.

20221771	27	Eastern Avenue	Removal of flat roof extension and create a larger masonry flat roofed extension with Bi-fold doors. Render and paint front elevation	The Town Council, in its capacity as statutory consultee, raises no objection.
BA/2022/0383/TCAA	River Green	Yarmouth Road	Horse Chestnut (T03987) - tidy up mechanical failures to BS3998 and correct the level of growth medium at the tree base. Crown reduce of 2.5m in the interest of reducing weight.	Makes no comment as it is our application
BA/2022/0385/FUL	The Island	Yarmouth Road	<b>Replacement sewage pipe</b>	The Town Council, in its capacity as statutory consultee, raises no objection and hopes the work will be undertaken as soon as possible.

## 7. Enforcement Notices (Confidential Matters)

Noted.

### Information Only

### Confidential- Enforcement Notices

Noted

**Meeting closed at 21.00hrs**

*Signed:* .....

*Dated:* .....

Zero cost. Zero risk. Zero delay!



# chargy UP

A faster way to install EV charge points  
where and when your residents need them



*easy, everyday charging  
for your neighbourhoods*

# A good problem to have...

Our recent discussions with councils reveal many Transport and Environment officers are in a tricky spot. The surge in the take up of electric vehicles (EVs) by their residents is both a source of delight and stress.

## Delight



The explosive growth of EV sales during 2021 – when more EVs were sold than the previous 5 years combined – provides air quality and climate change gains for the years ahead.

## Stress



The EV sales surge has created a surge in resident requests for local public charge points. But councils' expectations of a significant new income stream from EV charging have met an underwhelming reality.

# How to solve it...

Introducing a **3-part strategy** to enable councils to address residents' needs with charging infrastructure that delivers the greatest environmental gains while also providing a predictable and growing income stream for the council.



## Rollout and react

Car manufacturers and retailers tell us that their customers are far more likely to choose an EV when they know charging at home will be easy. By deploying chargers that make everyday charging easy, councils can accelerate the take up of EVs by their residents.



**chargy UP enables councils to deploy charge points before residents ask, and then respond **quickly** to residents' requests for more charge points as the number of local EVs grows.**



# How to solve it...



## Rebalance the economics

Although the numbers are growing quickly, EVs will be a small proportion of the local car mix/population for some years. This leads to relatively low use of the charge points. Councils expecting significant incomes from traditional revenue share models will be disappointed.



**The chargy UP model provides a **guaranteed** minimum income per charge point and a highly rewarding share of revenue as utilisation grows.**

# How to solve it...



## Renewable-friendly set up

As more drivers switch to EVs, the way that cars charge has major implications for the cost and carbon content of the UK's electricity system. The best outcome is for EV charging to synchronise with renewable energy production and avoid local grid constraints. The only way this can happen is for EVs to be plugged in for long periods for low power charging.



**char.gy's model of many on-street charge points makes long-duration charging in public spaces practical. Long plug-in times allows drivers to match their charging with times of high renewable generation and spare capacity on the local grid. It's the greenest way to charge.**



This new approach is only viable thanks to our lamppost chargers' unique qualities of:

- ✓ **low hardware costs**
- ✓ **fast, low cost installation**
- ✓ **precision deployment across wide areas.**



## How it works 6 key principles

- 1 Contract** char.gy will install under your council's existing lamppost licence agreement. This streamlines procurement to enable a steady rollout of chargers where and when your residents need them.
- 2 Duration** A licence term of 10 to 15 years is needed for the infrastructure to cover its costs. char.gy's hardware has a design life of 15+ years. It is future proofed with functionality added via over-the-air software upgrades.
- 3 Revenue** char.gy pays an annual licence fee per lamppost location. As utilisation rises, char.gy pays the council a share of net revenue. This ensures the council receives a guaranteed income while utilisation is low and a larger income as utilisation grows.
- 4 Funding** char.gy will fully fund large-scale charge point rollouts for your region. We draw thanks to support from the government's Charging Infrastructure Investment Fund (CIIF) and relevant grant funding to ensure fair value pricing for drivers.
- 5 Deployment** char.gy will seed your neighbourhoods where residents park on-street with at least 1 charger per street. This creates a backbone of charging infrastructure. char.gy will infill this backbone network by adding more charge points as more residents go EV.
- 6 No Risk** char.gy manages all the risks that can lead to unexpected bills for councils once the chargers are in operation. This service includes all customer care, maintenance and repairs, guaranteeing the quality of service to residents.





A faster way to install EV charge points where and when your residents need them.

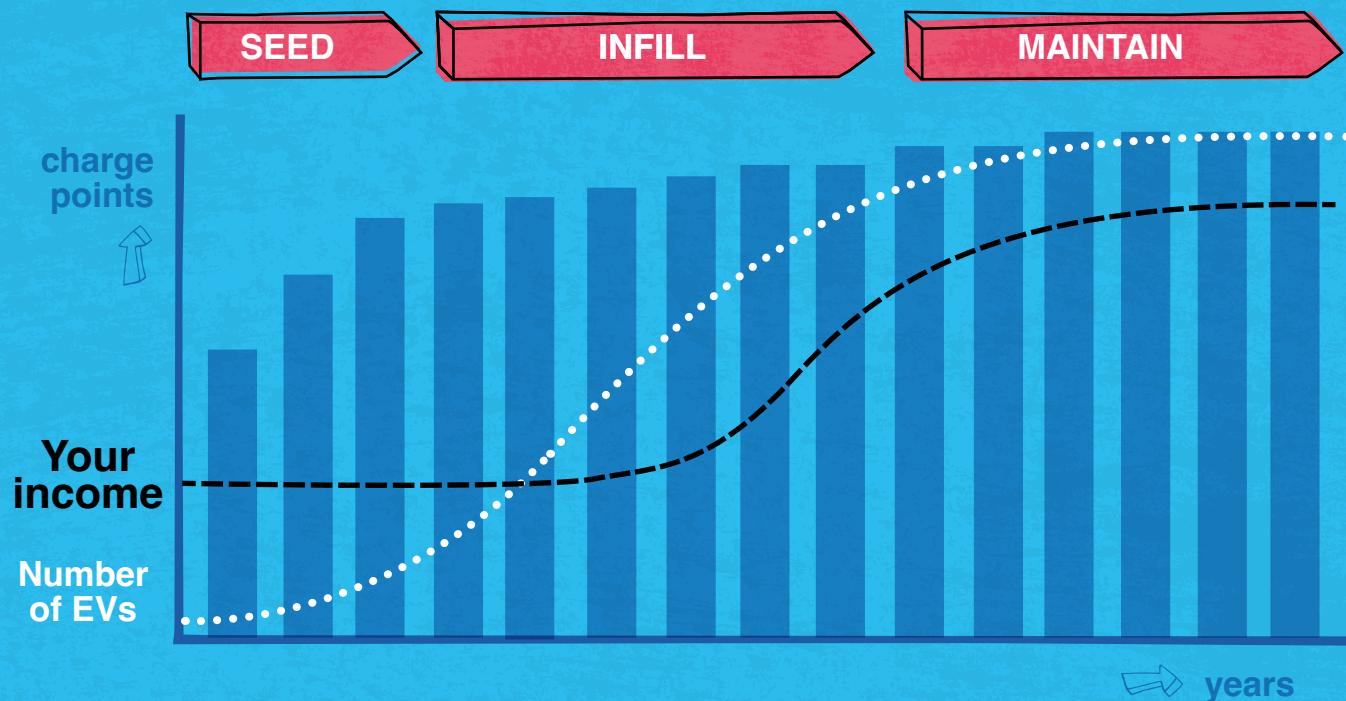
- ✓ **More charging**
- ✓ **More income**
- ✓ **More renewable**

While EV numbers grow from a low base, your council's **revenue is guaranteed** by the minimum licence payments from char.gy

Find out more [www.char.gy](http://www.char.gy)



## How chargy UP accelerates local EV take up and maximises revenue for your council



easy, everyday charging  
for your community

# CP01

The char.gy CP01 is an electric vehicle charging point which is suitable for installation on street lampposts or to be wall mounted.

The CP01 allows for mode 3 charging via a type 2 connector compatible with all electric vehicles. Charging at 7.36kWh or 32A which charges your car on average 30 miles per every hour on charge.

You will be able to connect to your charge point via our app or website, or an approved OCPP compliant backend system. They are configured and managed remotely so can be set to appear on either our public map or a private network. Although originally designed for lampposts, the CP01 can be installed anywhere.

The CP01 adheres to current standard BS EN 61851-1 for electric vehicle charging points.



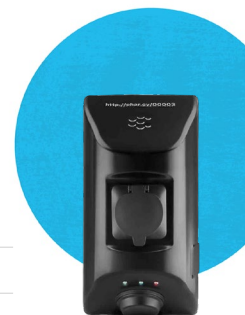
**Sleek  
compact  
design**

*The CP01 is perfect for discrete on-street infrastructure or for private car parks at residential developments or workplaces.*

## Key Features

- ✓ Designed to be mounted on a lamppost or wall
- ✓ Compact - 383mm x 197mm x 199mm
- ✓ Up to 7.36kWh or 32A charging
- ✓ Standard Type 2 socket
- ✓ Plug is locked in socket while in use
- ✓ Complemented by the Char.gy app or website, or an OCPP backend
- ✓ Remote management and configuration
- ✓ Market leading warranty of 5 years





## Specification

<b>Dimensions</b>	383mm x 197mm x 199mm
<b>Shipping weight</b>	5kg
<b>Standard colour</b>	Black - other RAL K7 colours are available
<b>Outlet socket</b>	1x Type 2 EV socket (BS EN 61851-1)
<b>Input voltage</b>	230v
<b>Input current</b>	32A 50Hz
<b>AC charging output</b>	7.36kWh
<b>Standby power consumption</b>	4Wh
<b>Over current and safety protection</b>	1x 32A 30mA type B RCBO
<b>Environmental protection</b>	IP55
<b>Control</b>	'Mode 3' SELV DC & PWM control signalling, Conforming to ISO/IEC 61851-1 Annex B, validated by Nissan, Renault, Ford, BMW, PSA and Mitsubishi
<b>Wireless communications</b>	GPRS Cellular Data Network Radio Equipment Directive
<b>Network communications protocol</b>	TCP/IP 2 way communication on with secure central server, Full 'handshake' between charging post and server.
<b>Network security</b>	HTTPS, 128 bit encryption
<b>Operating temperature</b>	-30°C to +50°C
<b>Operating humidity</b>	5% to 95%
<b>EMC compliance</b>	BS EN 61000-6-1 and BS EN 61000-6-3 (Electromagnetic Compatibility Regulations 2006)
<b>Safety compliance</b>	Electrical Equipment Safety Regulations 1994
<b>CE marking</b>	In accordance with EC Directive 768/2008/EC
<b>OCPP</b>	version 1.6 compliant
<b>Pay as you go service</b>	Yes
<b>Warranty</b>	5 Years Minimum

### Limitation of Liability

In no event will we accept any liability for any loss, costs or damage consequential on the use and/or misuse of our hardware products, vandalism, accidental or intentional damage, except and only to the extent that this is caused by our negligence.

### Warranty

All char.gy hardware is covered by our 5 Year Warranty when installed correctly in line with the char.gy installation guide.

Any hardware failure should be promptly reported to us via e-mail to [hello@char.gy](mailto:hello@char.gy) quoting the serial number, location of the product, and giving a brief description of the failure.



Our support team will investigate and attempt to remotely resolve the issue. If the issue cannot be resolved remotely, and the product is in warranty, we will make arrangements for one of our team to visit the location and, if the issue is a result of any shortcoming in design or manufacture it will be made good free of charge or, at our option, exchanged for a replacement product.

If we attend site, and the fault is not a result of a shortcoming in design or manufacture of our product, we will make reasonable attempts to suggest what the issue is, and propose a resolution which may have a fee associated with it. A call out fee will be applicable where our product is not at fault.



**Char.gy Limited**  
**60-62 Commercial Street**  
**London E1 6LT**  
**United Kingdom**

**Support:**  
[hello@char.gy](mailto:hello@char.gy)  
**Sales:**  
[sales@char.gy](mailto:sales@char.gy)

 [linkedin.com/company/char.gy](https://www.linkedin.com/company/char.gy)  
 [twitter.com/char\\_gy](https://twitter.com/char_gy)  
[www.char.gy](http://www.char.gy)



# CP02

The char.gy CP02 is an electric vehicle charging point suitable for installation on residential streets and parking lots.

The CP02 allows for mode 3 charging via a type 2 connector compatible with all electric vehicles. Charging at **7.36kWh or 32A single phase** which charges your car on average 30 miles per every hour on charge.

The char.gy app or website, or an OCPP compliant backend, is required to use these units. They are configured and managed remotely and can be set to appear on either our public map or a private network.

The CP02 adheres to current standard BS EN 61851-1 for electric vehicle charging points.

## Key Features

- ✓ Designed to be mounted on in a NAL 115 Retention Socket
- ✓ Compact - 1298mm x 186mm
- ✓ Up to 7.36kWh or 32A charging
- ✓ Standard Type 2 socket
- ✓ Plug is locked in socket while in use
- ✓ Complemented by the Char.gy app or website, or an OCPP backend
- ✓ Remote management and configuration
- ✓ 5 Year market leading warranty

### ROBUST DESIGN!

*With its robust design, the CP02 is perfect for car parks which require a free-standing solution or for developments which a high volume of usage.*





## Specification

<b>Dimensions</b>	1467mm x 168.3mm x 186mm (including root mount)
<b>Shipping weight</b>	22.5kg
<b>Standard colour</b>	Black - other RAL K7 colours are available
<b>Outlet socket</b>	1x Type 2 EV socket (BS EN 61851-1)
<b>Input voltage</b>	230v single phase
<b>Input current</b>	32A 50Hz
<b>AC charging output</b>	7.36kWh
<b>Standby power consumption</b>	4Wh
<b>Over current and safety protection</b>	1x 32A 30mA type B RCBO
<b>Environmental protection</b>	IP55
<b>Control</b>	'Mode 3' SELV DC & PWM control signalling, Conforming to ISO/IEC 61851-1 Annex B, validated by Nissan, Renault, Ford, BMW, PSA and Mitsubishi
<b>Wireless communications</b>	GPRS Cellular Data Network Radio Equipment Directive
<b>Network communications protocol</b>	TCP/IP 2 way communication on with secure central server, Full 'handshake' between charging post and server.
<b>Network security</b>	HTTPS, 128 bit encryption
<b>Operating temperature</b>	-20°C to +40°C
<b>Operating humidity</b>	5% to 95%
<b>EMC compliance</b>	BS EN 61000-6-1 and BS EN 61000-6-3 (Electromagnetic Compatibility Regulations 2006)
<b>Safety compliance</b>	Electrical Equipment Safety Regulations 1994
<b>CE marking</b>	In accordance with EC Directive 768/2008/EC
<b>OCCP</b>	version 1.6 compliant
<b>Pay as you go service</b>	Yes
<b>Warranty</b>	5 Years Minimum

### Limitation of Liability

In no event will we accept any liability for any loss, costs or damage consequential on the use and/or misuse of our hardware products, vandalism, accidental or intentional damage, except and only to the extent that this is caused by our negligence.

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Our support team will investigate and attempt to remotely resolve the issue. If the issue cannot be resolved remotely, and the product is in warranty, we will make arrangements for one of our team to visit the location and, if the issue is a result of any shortcoming in design or manufacture it will be made good free of charge or, at our option, exchanged for a replacement product.

If we attend site, and the fault is not a result of a shortcoming in design or manufacture of our product, we will make reasonable attempts to suggest what the issue is, and propose a resolution which may have a fee associated with it. A call out fee will be applicable where our product is not at fault.



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 [twitter.com/char\\_gy](https://twitter.com/char_gy)  
[www.char.gy](http://www.char.gy)

We have today launched a consultation on proposed improvements to the Heartsease Roundabout in Norwich.

Full details of the consultation and all proposals are available at [www.norfolk.gov.uk/heartseaseroundabout](http://www.norfolk.gov.uk/heartseaseroundabout)

The deadline for feedback is Tuesday 3 January

Local residents will shortly receive letters and we would welcome any additional promotion of the consultation to your own stakeholders where appropriate.

A list of FAQs is available on the webpage but please get in touch with the team if you have any questions or would like to discuss the proposals further.

Please note the letters sent to local residents stated a deadline of 18 December but we have extended this into the New Year due to last week's postal strikes.

Best Regards

**Transport for Norwich team**

CES Highways, Transport and Waste  
County Hall, Martineau Lane, Norwich, NR1 2DH