

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

Issued: 29th March 2023

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 3rd April 2023 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman Clerk to the Council

AGENDA

- | | |
|--|---------------------------------|
| 1 - Attendance Book and Apologies for Absence | <i>For Decision</i> |
| 2 - Declarations of interest in items on the agenda | <i>For Decision</i> |
| 3 - To confirm the minutes of the Town Council meeting held 13th March 23 | <i>For Decision</i> |
| 4 - Announcements (For information only) | <i>For Information</i> |
| 4.1 - The Town Mayor | <i>For Information</i> |
| 4.2 - The Clerk | <i>For Information</i> |
| 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>For Decision</i> |
| 5.1 - Norfolk Constabulary | <i>For Information</i> |
| 5.2 - County and District Councillors (Written Report Cllr J Ward) | <i>For Information</i> |
| 5.3 - Members of the Public | <i>For Information</i> |
| 6 - Update on Events | <i>For Discussion</i> |
| 7 - Finance | <i>For Information</i> |
| 7.1 - Payments List to be tabled | <i>For Decision</i> |
| 7.2 - Bank Reconciliation Statement to be tabled | <i>For Decision</i> |
| 8 - Draft Minutes of the Planning and Environment Committee | <i>For Decision</i> |
| 9 - Donations under s.137 Local Government Act 1972 | <i>(Verbal) For Decision</i> |
| 10 - Appointment of Cleaning Provider | <i>(Written) For Decision</i> |
| 11 - Asset Disposal | <i>(Written) For Decision</i> |
| 12 - Coronation Clean up | <i>(Verbal) For Information</i> |
| 13 - River Green Update | <i>(Verbal) For Information</i> |

Date of next Town Council meeting – 15th May 2023

Date of next Planning and Environment Committee – 17th April 2023

Date of next Finance & Staff meeting 24th April 2023

Town Clerk – Dr Thomas Foreman

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

Tel: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

DECLARATION OF INTEREST AT A MEETING

As a Councillor, ask yourself do I have an interest to declare at the meeting I am attending? Familiarise yourself with the Councillor Code of Conduct which can be found on the Town Council website.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests.

Q. Do any matters being discussed at the meeting relate to your interests?

Yes

A matter appears on my Register of Disclosable Pecuniary Interest

Action

Declare the nature of the Interest

Action

Do NOT participate in that item at the meeting. Do NOT speak nor vote on the item EXCEPT where you hold a Dispensation

Action

Holding a Dispensation allows you to take part in the meeting, speak and vote

Action

You are advised to leave the room during the debate on the item

No

You can take part in the meeting, speak and vote

Q. What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and Predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item. A challenge may be mounted in the courts.

Bias Test

In all the circumstances would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased.

Predetermination Test

At the time of making the decision, the decision maker had a closed mind.

If a Councillor appears to be biased or have predetermined their decision, they **MUST NOT** participate in the meeting.

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING
HELD ON 13TH MARCH 2023 AT 7:30PM**

1. PRESENT:

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

APOLOGIES: Mr J Boast, Mr C Eden, Mr J Fisher, Mrs J Fisher

IN ATTENDANCE: Dr T. Foreman (CEO), Mrs D Wheatley (Administration and Communications Officer), Andrea Long (Compass Planning) and three members of the public

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

3. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6TH February 2023

The minutes of the meeting held on 6th February 2023 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 preceeding month and asked that a warm welcome be extended on behalf of the Council to Mrs S Headland who was recently appointed to the post of Community and Communication Officer.

(ii) The Clerk- Dr T Foreman provided an overview of the work officers had undertaken during the past month.

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 Ms M Friend.

(i) Norfolk Constabulary- Dr T Foreman explained that the PC Jennings had frequently visited the Town Hall and was dealing with a number of matters related to antisocial behaviour, speeding, and parking.

(ii) County and District Councillors –The Town Council received the report of Mr J Ward. Mrs T Mancini-Boyle announced the Broadland District Council budget had

passed with unanimous support. In addition, the District Council had just launched its Green Loans Initiative.

(iii) Members of the public – One member of the public asked that the minutes record her thanks and appreciation to all Councillors who had serviced during this Council term. It was further stated that although there was often a great deal of criticism of public bodies, it was important to also praise them for their positive work. The Town Council thanked the member of the public for attending and expressing appreciation during the public session.

6. FINANCE

- (i) Payments List: Voucher numbers 1110 -1201 were approved and signed.
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

7. Events Update

Mrs D Wheatley provided an update on the work being undertaken to prepare for the St George's Day and Coronation Events. It was confirmed that a record number of people had applied for stalls, and that there was unprecedented demand across all catering areas for space at our Events. Mrs D Wheatley further confirmed that the Christmas light event consultation was still open and a wide range of views had been captured to date.

8. Draft Minutes of Committee Meetings.

- (i) Planning and Environment Committee held 13th February 2023 - were noted
- (ii) Finance & Staff Committee held 20th February 2023 - were noted

9. THORPE ST ANDREW NEIGHBOURHOOD PLAN

Dr T Foreman and Ms A Long provided an overview of the changes approved by the Town Council at its meeting in March 2023. The updated Neighbourhood Plan, along with the statutory supporting documents, were considered by the Councillors. It was proposed by Mr F Bowe, seconded by Mr S Snelling and on a show of hands with all in favour **RESOLVED** to approve the submission of the Neighbourhood Plan and all supporting documents to Broadland District Council and the Broads Authority as presented, save for any formatting or screening updates required prior to submission.

10. TREE WARDEN NETWORK DONATION

Correspondence was received from the Broadland Tree Warden Scheme highlighting the work they undertake within Broadland in support of trees and tree planting. Dr T Foreman explained the positive work undertaken with the Tree Network in the last year, in particular through the work of the local Tree Warden. It was proposed by Mr J Emsell, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to donate £500 to the Broadland Tree Warden Scheme and for the funds to be taken from the grounds maintenance budget to reflect the savings in this budget line through sourcing trees from the Network.

11. LITTER PICK PROPOSAL

Dr T Foreman gave an overview of the proposal by Broadland District Council to undertake a community litter pick. It was explained that a 'Coronation Clean-up' had

been suggested by the Community and Communications Officer, which was greeted positively by the Councillors. It was proposed by Mrs T Mancini-Boyle, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to approve the 'Coronation Clean-up' and to delegate authority to the Chief Executive Officer to oversee the sourcing of equipment and logistics.

Future Agenda Items. (Not for discussion)

Dementia Accounts – Finance and Staffing

Fishing Restrictions at River Green – Next Council term

Town Council meeting 3rd April 2023

Date of next Plans meeting 20th March 2023

Date of next Finance & Staff meeting 24th April 2023

Thorpe St Andrew Town Council

Guidance for Public Speaking at Full Council/Committee

Members of the public are welcome to attend any of the Town Council meetings and can speak on matters which appear on the agenda.

The full meeting of the Town Council considers a range of topics, but there are also Committees which have terms of reference to consider specific matters and either make a decision or make a recommendation to the full Town Council meeting.

The Committees are:

- Planning and Environment Committee
- Finance and Staff Committee
- Events and Media Committee

Who can speak:

- County/District Councillors (maximum 3 minutes per person or organisation)
- Police (maximum 3 minutes per person or organisation)
- Members of the Public (maximum 3 minutes per person or organisation)

Meeting Format

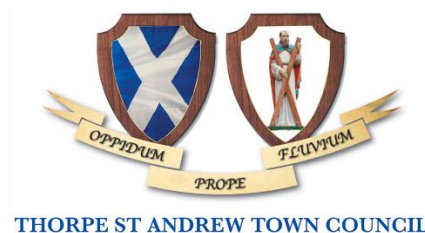
You will have a maximum of 3 minutes to make your point, so you will need to be concise. You will not need to repeat submissions you have already made in writing as a summary/copy of these will be included in the report or in the meeting documents.

You will be invited to speak at the appropriate point on the agenda. You may be asked questions by the Councillors once you have spoken but you will not be able to ask questions of either the Councillors or officers. If you dispute anything within the report, you should raise this with the Town Clerk or designated officer well before the meeting.

In addition, you are not permitted to circulate any papers or photographs at the meeting. If you wish them to be available to the Councillors, they must be submitted to the Town Clerk at least 3 clear days prior to the meeting date.

Constructive contributions are welcome

Everyone at the meeting is there to make sure the best decision is made, and your contribution should be heard in an atmosphere of respect. However strongly someone feels, critical comments about individuals are not acceptable. If someone is libelled, they can sue. The Town Mayor or Committee Chairman has the right to refuse to hear anyone behaving inappropriately.



THORPE ST ANDREW TOWN COUNCIL

Report from Councillor John Ward

Broadland District Council

On Sunday 23rd April there will be a national test of the UK Emergency Alerts Service. Your mobile phone and tablets will receive an alert about how to stay safe.

BDC & SNDC's Election Teams have moved into our new Horizon building (No 2 building) to give themselves more space. The main building is currently being renovated and changed to our specification. The first Council Meeting after the elections should be in the new building.

BDC's data is currently all migrating to new software. Planning is now complete, and Land Charges, Regulatory, Waste, Housing & Estates will all be complete by the end of March.

Active Norfolk & Waveney (NoW) is a coordination centre for physical activity referrals from the NHS. NoW will be a single point of triage for all physical activity opportunities across the County. SNDC and BDC have been contracted to deliver this service which starts 23.1.23. details from dan.goodwin@southnorfolkandbroadland.gov.uk

Norfolk County Council

NCC's building company, Repton Properties has just completed a development of 48 homes in Attleborough for shared ownership and social rent. Orbit Homes will take over the management of the site.

Norfolk Master Composters are recruiting new volunteers. A free training course will be held on Sat 20th May. Details at mastercomposters@norfolk.gov.uk

Big Norfolk Holiday Fun is now open for Easter Holiday bookings. Norfolk County Council and Active Norfolk will provide free activities and a free lunch for those eligible for free school meals. Details at www.norfolk.gov.uk/bignorfolkholidayfun

NCC is looking for hosts to support young people age 12-25 who are not yet ready to live on their own, and those who are in Care or at risk of coming into care. Hosts would be supported by the Council's 'New Roads' team. Details from laura.gavrila@norfolk.gov.uk

St George's Day Officer Schedule

Monday 17 April – Sunday 23 April 2023

Friday 14 April

- Advance warning Car Park Closed signs up at the entrance to the park for the event

Monday 17 April

- Lay additional green matting around Town Hall for increased safe walking area
- Bring orange fencing to park
- Bring cones over
- Social media post to promote event

Tuesday 18 April

- Radios to the office
- Hi-vis jackets to the event store
- Metal "Car Park Close" signs to event store
- Additional fencing to close car park spaces

Wednesday 19 April

- Tidy up Town Hall garden areas and park paths
- Social media post to promote event
- Check PA system and horns working

Thursday 20 April

- Litter picks, bags, hoops and gloves to the event store
- Social media post to advertise No Parking on the Park
- Litter pick around park
- Start to put up bunting

Friday 21 April

- Bring additional bins to the park
- Install fence around the arena area
- Charge radio's and test
- Toilets being delivered
- Empty all park bins as late in day as possible
- Social media post promote event
- Set up PA systems and horns

Saturday 22 April

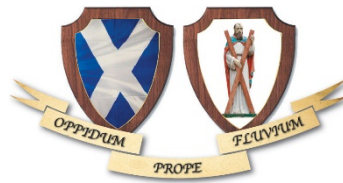
- Black Knights Historical group arrive to set up camp overnight. Will need access to Town Hall for water and toilets
- Social media post No Parking

Sunday 23 April - EVENT

St George's Day Running Order

Sunday 23 April 2023 – 12pm 4pm

9am	Officers on site
10am	Caterers, Morris Dancers, Straw Bales, Fun Fair & Event Medical Services arrive on site to set up
10am – 11.30am	Direct stalls to pitches
12pm	Event Opens
12.00pm – 12.45pm	Morris Dancers
12.45pm – 1.45pm	Re-enactment
1.45pm – 2.30pm	Morris Dancers
2.30pm – 3.30pm	Re-enactment
4pm	Event Closes



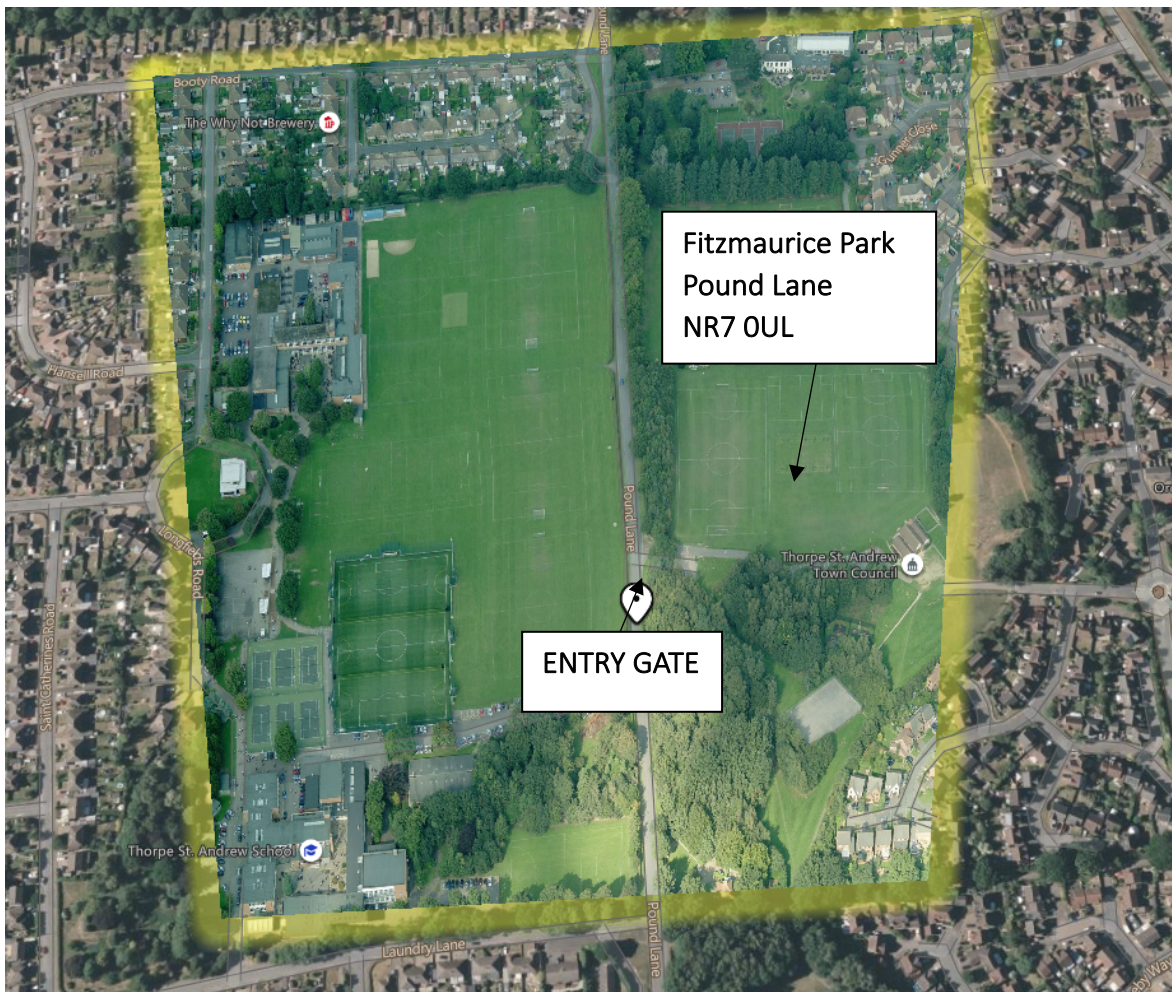
THORPE ST ANDREW TOWN COUNCIL

Arrival Information

St George's Day Event
Sunday 23 April - 2pm – 4pm
Fitzmaurice Park, Pound Lane, NR7 0UL

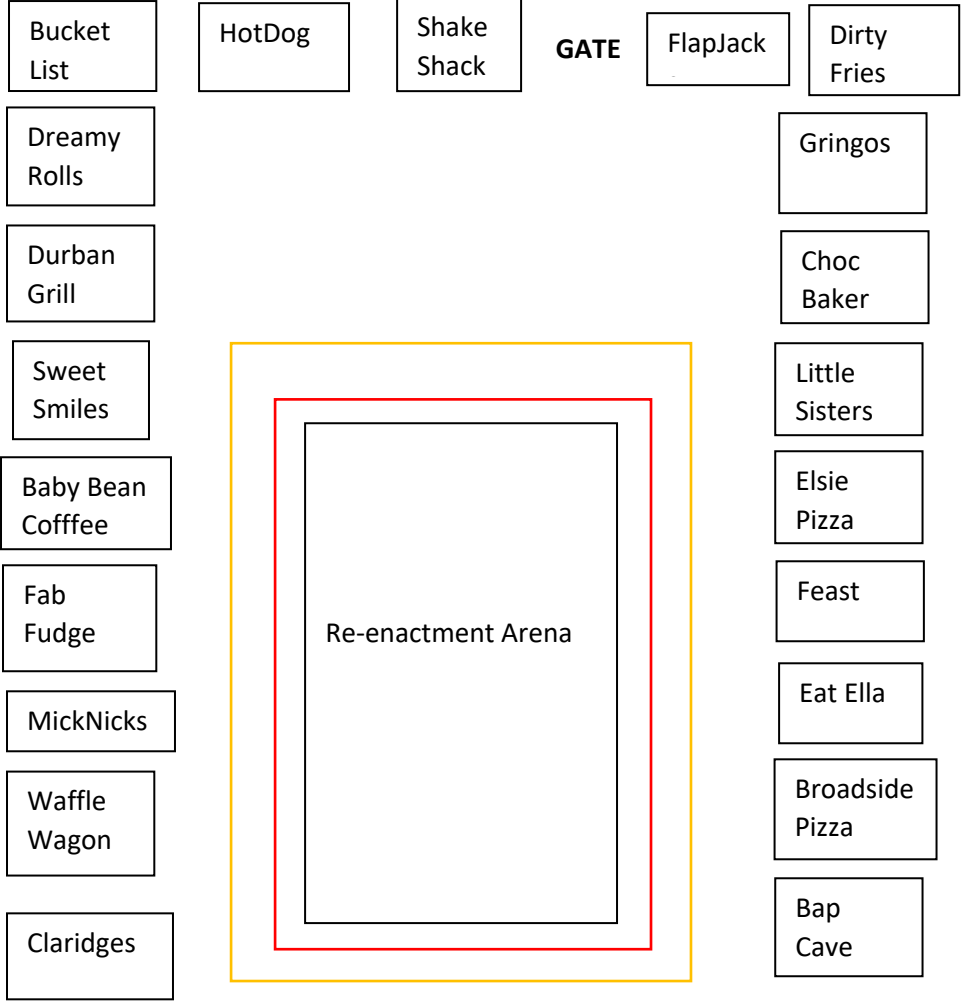
Stall holders can set up on site from 10am.

Please enter through the Main Car Park (see photo below) which is off Pound Lane



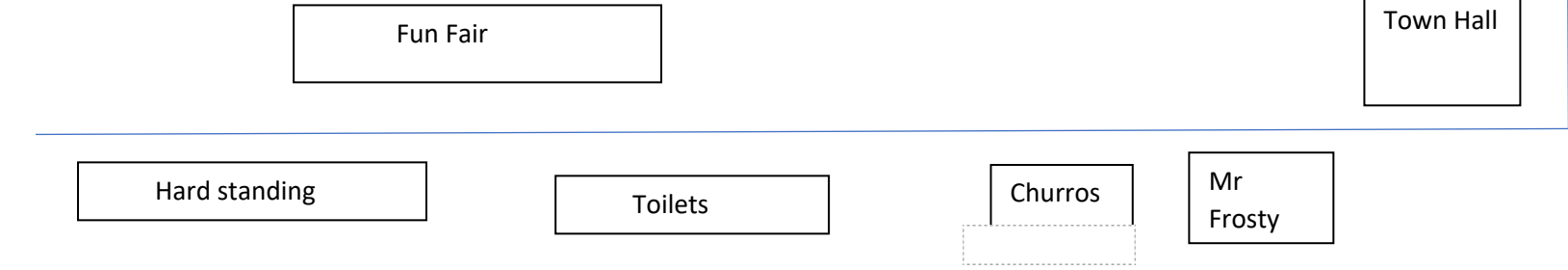
1. Your vehicle must be parked behind your stall for safety and security, and we ask that you follow the directions of our stewards at all times.
2. The allocated pitch size 8x6 and will accommodate a van, gazebo, generator and a table.
3. We are **NOT** able to supply tables or chairs, as these have been removed from site.

If you have any questions on the day please ask for Rachel or Debbie who will be on site from 9am.



ST GEORGE'S DAY SITE PLAN
SUNDAY 23 APRIL 2023

Village & Archery
 On grass area



**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE PLANS COMMITTEE MEETING
HELD ON 20th MARCH 2023**

PRESENT: Mr J Fisher Mr T Garner
Ms M Friend Mr P Berry
Mr S Snelling

1. In Attendance: Dr T Foreman (Remote) (Chief Executive Officer), 1 member of the public (Remote)

Apologies for Absence: Mrs J Fisher, Miss S Lawn

2. Declarations of Interest: None

3. Minutes of meeting held on 13th February 2023

The minutes of the meeting held on 13th February 2023 were signed and approved as a true record.

4. Planning Items Raised by Residents-Applicant for 20230256 provided detail of the application.

5. Planning Applications

2023/0221	Land North of the junction with Goodwood Close Woodside Road	Installation of 17m high slim-line monopole, supporting 6 No antennas, 2 No equipment cabinets, 1 No electric meter cabinet and ancillary development thereto including 1 No GPS module (JF)
------------------	---	---

The Town Council, in its capacity as statutory consultee, considered the application and supporting documents. In so far as the Town Council can comment within the confines of planning law, it raises no objections. This vote was passed with four in favour and one against.

2023/0256	14 Hilly Plantation	Removal/Variation of Condition (S73/S19) (SS)
------------------	----------------------------	--

The Town Council, in its capacity as statutory consultee, raises no objections.

2023/0256	18 Hilly Plantation	Removal/Variation of Condition (S73/S19) (SS)
------------------	----------------------------	--

The Town Council, in its capacity as statutory consultee, raises no objections.

2023/0391	Skye House, Peachman Way	4m wide x 2.15m high non illuminated fascia sign (SL)
------------------	---------------------------------	--

The Town Council, in its capacity as statutory consultee, raises no objections.

2023/0451	72 Belmore Road	Single storey rear extension and associated internal alterations (JF)
------------------	------------------------	--

The Town Council, in its capacity as statutory consultee, raises no objections.

**2023/0521 41 Thor Close Outline planning application all matters reserved
For two semi detached dwellings (MF)**

The Town Council, in its capacity as statutory consultee, raises objections. The basis of the objection is on the impact on the streetscene, that it is overdevelopment on the site with limited amenity space, and that it is back garden development which creates an unsustainable precedent. In addition, although not yet adopted, the TSA Draft Neighbourhood Plan requires greater car parking provision than is available with this property and we would ask this is also taken into account.

**2023/0003 62 Gordon Avenue Remove existing garage. New rear
extension and internal alterations and
new detached garage. Amended
plans (MF)**

The Town Council, in its capacity as statutory consultee, welcomes the amendment and raises no objections.

**2023/0467 93 St Williams Way Change of use of garden room &
workshop to annexe (SS)**

The Town Council, in its capacity as statutory consultee, raises no objections in principle but would request a condition requiring the use of the annexe to be integral and ancillary to the main dwelling.

**2023/0524 9 Thorpe Avenue Demolish garage and timber
garden room. Erect outbuilding (JF)**

The Town Council, in its capacity as statutory consultee, raises no objections in principle but would request a condition requiring the use of the annexe to be integral and ancillary to the main dwelling.

6. Biodiversity

Dr T Foreman provided a verbal report relating to increasing biodiversity throughout the town. It was explained that there was an underspend in the verge maintenance budget delegated from Norfolk County Council and that this is ring fenced for verge maintenance related to the powers delegated by the Highways Authority. It was proposed by Mr J Fisher, seconded by Mr P Berry and on a show of hands with all in favour **RESOLVED** to purchase bulbs and seeds at a cost not to exceed £1000 for residents to collect later in the year for planting on verges, subject to highway approval. The cost to be taken from the verge maintenance budget.

Confidential- Enforcement Notices - Noted

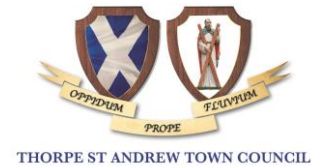
Meeting closed at 8.15pm

Signed _____

Date _____



Thorpe St Andrew Town Council



FULL TOWN COUNCIL – Monday 3rd April 2023

APPOINTMENT OF CLEANING PROVIDER

Agenda Item: 10

Reason for this Report

Approval for appointment of a contractor to complete the cleaning of the Town Council public facilities of Morse Pavilion, Roxley Hall and River Green.

Background

Following a vacancy within the Parks & Estates Team and having assessed the demands on the remaining officers, the Operational Manager and Parks & Estates Supervisor have determined that rather than filling this position full-time, only 3hrs per day are required to complete the cleaning element required for the main public buildings as the rest of the duties can be naturally absorbed by the team. Employing a specialised cleaning company will enable officers to prioritise other duties, and provide adequate assurance that these vital public facing facilities will be maintained to the necessary standard by 10am daily, and not be affected by any absence within the team.

Result

A tender for 15hrs per week (3hrs per weekday) was prepared and sent to a number of local cleaning companies. Four tenders (net) were returned, all from reputable and well-established businesses:

Tender A - £2,116.99 pcm (inclusive of consumables)

Tender B - £1,625.00 pcm

Tender C - £1,072.50 pcm

Tender D - £1,300.00 pcm

This is an annual cost of £12,870. The 23/24 budgeted cost of the previous FT post was £29,837.

Advice

It is recommended that Council appoint the contractor of Tender C on an initial 6-month rolling contract, to commence as soon as reasonably practical.

Legal Implications

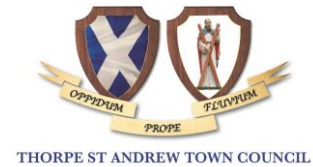
All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken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

Financial Implications

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



Thorpe St Andrew Town Council



Town Council Meeting - 3rd April 2023

Asset Disposal

Agenda Item: 11

Reason for this Report

Proposal to dispose of a cricket mower which is now surplus to requirements.

Background

Following the decision to offer recreational cricket at the Fitzmaurice Park and promote the use of the artificial wicket, the cricket mower is now surplus to operational requirements.

Result

The Town Council is being asked to approve the disposal of the cricket mower through offering it for sale to local grounds maintenance companies. Estimated income from the sale will be £4,000.

Advice

This report recommends the sale of the cricket mower.

Legal Implications

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

Financial Implications

There are minor financial implications arising from this report.

