

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)

Issued: 6 September 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 11 September 2023 at 7.30pm for the purpose of transacting the following business.

Rachel McCarthy Operational Manager and Responsible Finance Officer

### 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 24 July 2023
- 4 Announcements (For information only)
  - 4.1 - The Town Mayor
  - 4.2 - 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
  - 5.1 - Norfolk Constabulary
  - 5.2 - County and District Councillors (Written Report Cllr J Ward)
  - 5.3 - Members of the Public
- 6 Update on Events - verbal
- 7 Parks and Estates Update - verbal
- 8 Finance
  - 8.1 - Payments List
  - 8.2 - Bank Reconciliation Statement
  - 8.3 - Banking Mandate – Verbal Report
  - 8.4 - Notice of Conclusion of Audit
- 9 Formal Consultation Broadland: Public Spaces Protection Order – Vehicle Related Anti-social Behaviour

Further Agenda Items (Not for Discussion)

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

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VAT No. 107 2921 90

**Thorpe St Andrew Town Council  
Minutes of the Town Council meeting  
held on 24 July 2023 at 7:30pm**

**1 PRESENT:**

Mr F Bowe (Town Mayor)	Mr C Eden
Mr S Snelling (Deputy Town Mayor)	Ms C Ferris
Mr D Wiseman	Mr J Ward
Mr T Garner	Mr D Buck
Ms L Skinner	Mr P Berry
Ms L Barrett	Mr J Emsell

**APOLOGIES:** Ms J Bailey, Mr S Court and Mr J Fisher

**IN ATTENDANCE:** Mrs R McCarthy (OM/RFO), Mr J Calver (Parks Supervisor), Mrs D Wheatley (Administration and Communications Officer), Mrs L Weston (Policy and Committee Officer), and two members of the public.

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

Cllr Skinner and Cllr Snelling both declared an interest in matters relating to item 11 on the agenda.

**3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 3 July 2023.**

The minutes of the meeting held on 3 July 2023 were signed and approved as a true record.

**4 ANNOUNCEMENTS (For information only)**

No announcements from the Town Mayor or the Town Clerk but Cllr Berry informed members that the funeral of former Town Councillor, Richard Wooden will take place on 1 August 2023 at Colney Woodland Burial Park.

**5 PUBLIC SESSION**

It was proposed and duly seconded that the meeting be suspended to allow members of the public to address the meeting.

(i) Norfolk Constabulary – No report.

(ii) County and District Councillors – Members noted the report from Cllr Ward.

Cllr Emsell clarified the position on funding for rough sleeping in the area after some confusion following a recent newspaper report.

(iii) Members of the public – No comments.

**6 FINANCE**

(i) Q1 Budget Monitoring Report – The RFO gave explanations to any significant budget variances and the end position for Q1. Noted.

**7 DRAFT MINUTES OF COMMITTEE MEETINGS**

Draft minutes of the Planning & Environment Committee held on 10 July 2023 were noted.

## 8 HIGHWAYS PARKING RESTRICTIONS

The request to support a change to parking restrictions on an area of Yarmouth Road was considered. After some discussion regards potential costs and limitations, Cllr Bowe made a proposal to investigate further, seconded by Cllr Buck and agreed by a show of hands.

## 9 MEMORIAL POLICY REVIEW

The Town Council reviewed the policy and considered the reasons for making the required amendments to the existing policy as presented by the OM.

It was proposed by Cllr Bowe, seconded by Cllr Snelling and with a show of hands with all in favour **RESOLVED** to adopt the revised policy, with the overall procedure for memorials to be reviewed and presented to Council at a later date.

## 10 SOCIAL MEDIA REPORT AND POLICY REVIEW

The Town Council noted the report and reviewed the policy as presented.

It was proposed by Cllr Bowe, seconded by Cllr Buck and with a show of hands and all in favour **RESOLVED** to adopt the Social Media policy as presented.

## 11 PLANNING APPLICATIONS

2023/1737                      11a Belmore Road      Extension to out-building (PB)  
The Town Council, in its capacity as statutory consultee, raises no objection.

2023/1429                      44 Gordon Avenue      Formation of porch detail (JF)  
The Town Council, in its capacity as statutory consultee, raises no objection.

2023/1833                      6 Western Avenue      Removal of two redundant red brick chimney stacks on west side, making good rook with tiles to match (SS)  
The Town Council, in its capacity as statutory consultee, raises no objection.

BA/2023/0291/TPOA      River Green,  
Yarmouth Rd                      T1: Horse Chestnut – reduce primary stems by approximately 6m as per pruning diagram to reduce wind loading on defects. Some pruning points may not conform to traditional BS:3998 guidance. Reduce limb at 5.5m Overhang footpath by up to 5m as per pruning diagram to reduce loading in defect and remove footpath as target. Pruning will not conform to traditional BS:3998 guidance (JF)

The Town Council, in its capacity as statutory consultee, raises no objection but would support the views of the Tree Officer.

## 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, Due To The Disclosure of Personal Information.

Motion proposed by Cllr Bowe and members of the public were asked to leave the meeting.

13 **APPOINTMENT OF CEO**

Following interviews earlier in the month, it was proposed by Cllr Bowe, seconded by Cllr Snelling, that members endorse the unanimous decision of the appointment panel regarding the selection process. It was **RESOLVED** to appoint Ms Michelle Barron to the position of Town Clerk/CEO by show of hands with all in favour, with the appointment commencing Monday 11 September 2023.

**FURTHER AGENDA ITEMS (Not for Discussion)**

None

**Meeting closed at 8:25pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

13<sup>th</sup> August 2023

## Report from Councillor John Ward

### Norfolk County Council

Norfolk County Council's property company, Repton Property Developments has just begun work on a new site at Caister-on-Sea to build 17 high quality bungalows.

Park & ride prices are being reduced from 4<sup>th</sup> September. They will be:-  
Adult £3  
Concessions £2  
17-19 yr olds £2  
Child 5-16 £1.50 (under 5 free)  
Extra passengers pay only £1 when travelling with a full paying passenger.

Norwich Castle has had a strong start to the year with admissions income up 24% on last year and secondary spend almost double.  
Over 50,000 visitors have been to the 'Last Voyage of the Gloucester' exhibition. This runs until 10<sup>th</sup> September.

On 28<sup>th</sup> July, I was honoured to be re-elected as Chairman of Norfolk Joint Museums Committee.

Norfolk County Council is inviting residents to take part in Norfolk Car Free Day on Sunday 24<sup>th</sup> September (unless of course you are going to the Reepham Classic Car Event!) Free road closures on side roads are available.  
– contact NCC for details.

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
419	Maintenance contract	02/08/2023		Bank 1 Current Accou	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
420	Bottle Bank	02/08/2023		Bank 1 Current Accou	DD	Bottle bank	URM UK	S	39.60	7.92	47.52
421	Electricity	02/08/2023		Bank 1 Current Accou	BACS	Electricity - River Green	E.on	L	259.45	12.97	272.42
422	Field Maintenance Contract	02/08/2023		Bank 1 Current Accou	BACS	Grounds Maintenance	Norse	S	1,366.38	273.28	1,639.66
423	Cleaning	02/08/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	1,144.00	228.80	1,372.80
423	Cleaning and cleaning mater	02/08/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	1,144.00	228.80	1,372.80
423	Cleaning (Toilets)	02/08/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	1,144.00	228.80	1,372.80
424	Cleaning	02/08/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	31.06	6.22	37.28
424	River Green maintenance	02/08/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	31.06	6.21	37.27
424	Cleaning	02/08/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	31.06	6.21	37.27
424	Cleaning and cleaning mater	02/08/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	31.06	6.21	37.27
425	Xmas Event	02/08/2023		Bank 1 Current Accou	BACS	Stall refund	Mount Villa Melts	S	20.83	4.17	25.00
426	Office equipment	02/08/2023		Bank 1 Current Accou	BACS	Desk	Office Furniture	S	286.00	57.20	343.20
427	Repairs	10/08/2023		Bank 1 Current Accou	BACS	Streetlight Repairs	Cozens UK Ltd	S	395.00	79.00	474.00
428	Equipment Hire	10/08/2023		Bank 1 Current Accou	BACS	Skip Hire	PSH Environmental	S	265.00	53.00	318.00
429	Water charges	10/08/2023		Bank 1 Current Accou	BACS	Water Charges - Cemetery	Wave	X	56.69		56.69
430	Water charges	10/08/2023		Bank 1 Current Accou	BACS	Water charges - Roxley Hall	Wave	Z	132.45		132.45
431	Legal charges	10/08/2023		Bank 1 Current Accou	BACS	Legal fees	Norfolk County Council	S	175.10	34.80	209.90
432	Telephone	10/08/2023		Bank 1 Current Accou	BACS	WiFi	Virgin Media Business	S	39.00	7.80	46.80
433	Election costs	10/08/2023		Bank 1 Current Accou	BACS	Election Services	Broadland District Council	X	8,607.01		8,607.01
434	Rent and deposit	10/08/2023		Bank 1 Current Accou	BACS	Allotment Refund		E	25.00		25.00
435	Park maintenance	10/08/2023		Bank 1 Current Accou	BACS	Zip Wire Repairs	G B Sport and Leisure	S	737.69	147.54	885.23
436	Fireworks	10/08/2023		Bank 1 Current Accou	BACS	Banners	Premier Print	S	150.00	30.00	180.00
436	Xmas Event	10/08/2023		Bank 1 Current Accou	BACS	Banners	Premier Print	S	150.00	30.00	180.00
436	Additional Events	10/08/2023		Bank 1 Current Accou	BACS	Banners	Premier Print	S	150.00	30.00	180.00
437	Energy charge	10/08/2023		Bank 1 Current Accou	BACS	Electricity - Streetlights	TotalEnergies Gas & Power L	S	3,661.96	732.38	4,394.34
438	Town Hall	10/08/2023		Bank 1 Current Accou	BACS	CCTV Repairs	Vincent Security	S	135.00	27.00	162.00
438	Morse Pavilion	10/08/2023		Bank 1 Current Accou	BACS	CCTV Repairs	Vincent Security	S	30.00	6.00	36.00
439	Salary	11/08/2023		Bank 1 Current Accou	BACS	Salary		X	1,873.11		1,873.11
440	Salary	11/08/2023		Bank 1 Current Accou	BACS	Salary		X	1,537.98		1,537.98
441	Salary	11/08/2023		Bank 1 Current Accou	BACS	Salary		X	1,558.98		1,558.98
442	Salary	11/08/2023		Bank 1 Current Accou	BACS	Salary		X	2,106.30		2,106.30
443	Salary	11/08/2023		Bank 1 Current Accou	BACS	Salary		X	1,400.87		1,400.87

## Thorpe St Andrew Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
444	11/08/2023		Bank 1 Current Accou	BACS	Salary		X	1,293.15		1,293.15
445	11/08/2023		Bank 1 Current Accou	BACS	Salary		X	981.85		981.85
446	11/08/2023		Bank 1 Current Accou	BACS	Salary		X	274.25		274.25
447	11/08/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	415.15		415.15
448	11/08/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	242.13		242.13
449	11/08/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	250.01		250.01
450	11/08/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	157.33		157.33
451	11/08/2023		Bank 1 Current Accou	BACS	tax nic	HMRC	X	229.01		229.01
452	11/08/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	157.33		157.33
453	11/08/2023		Bank 1 Current Accou	BACS	tax nic	HMRC	X	528.84		528.84
454	11/08/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	284.32		284.32
455	11/08/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	166.30		166.30
456	11/08/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	111.66		111.66
457	11/08/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	130.61		130.61
458	11/08/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	103.97		103.97
459	11/08/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	38.78		38.78
460	11/08/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	68.40		68.40
461	11/08/2023		Bank 1 Current Accou	BACS	Student Loan	HMRC	X	61.00		61.00
462	11/08/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	163.32		163.32
463	11/08/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	590.46		590.46
464	11/08/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	110.09		110.09
465	11/08/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	446.05		446.05
466	11/08/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	110.09		110.09
467	11/08/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	446.05		446.05
468	11/08/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	183.19		183.19
469	11/08/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	662.31		662.31
470	11/08/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	87.66		87.66
471	11/08/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	355.18		355.18
472	11/08/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	57.15		57.15
473	11/08/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	244.17		244.17
474	11/08/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	19.94		19.94
475	11/08/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	85.21		85.21
476	11/08/2023		Bank 1 Current Accou	DD	Bottle bank	URM UK	S	39.60	7.92	47.52
477	15/08/2023		Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	106.49	21.29	127.78
477	15/08/2023		Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	213.82	42.76	256.58

## Thorpe St Andrew Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
478	15/08/2023		Bank 1 Current Accou	DD	Lease payment	Bussey & Sabberton	S	339.46	67.89	407.35
479	14/08/2023		Bank 1 Current Accou	Credit	Refund overpayment	Screwfix	S	-50.25	-10.05	-60.30
479	14/08/2023		Bank 1 Current Accou	Credit	Refund overpayment	Screwfix	S	-109.55	-21.91	-131.46
480	15/08/2023		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	S	16.64	3.33	19.97
480	15/08/2023		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	E	26.49		26.49
481	15/08/2023		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	22.60		22.60
481	15/08/2023		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	21.32		21.32
482	15/08/2023		Bank 1 Current Accou	Credit Card	Bank charges	LLoyds Bank	X	32.00		32.00
483	15/08/2023		Bank 1 Current Accou	Credit Card	WIFI	Voxi	X	20.00		20.00
484	15/08/2023		Bank 1 Current Accou	Credit Card	Refreshments	Morrisons	X	20.00		20.00
485	15/08/2023		Bank 1 Current Accou	Credit Card	Miscellaneous	Amazon	S	6.72	1.35	8.07
485	15/08/2023		Bank 1 Current Accou	Credit Card	Miscellaneous	Amazon	S	124.99	25.00	149.99
486	15/08/2023		Bank 1 Current Accou	Credit Card	Training Course	Reed Online Ltd	S	24.17	4.83	29.00
487	15/08/2023		Bank 1 Current Accou	Credit Card	Pest control	Amazon	S	15.42	3.08	18.50
488	15/08/2023		Bank 1 Current Accou	Credit Card	TENS	Amazon	X	21.00		21.00
489	15/08/2023		Bank 1 Current Accou	Credit Card	Councillor email addresses	Microsoft	E	618.00		618.00
490	15/08/2023		Bank 1 Current Accou	Credit Card	Postage	Royal Mail	E	75.00		75.00
491	17/08/2023		Bank 1 Current Accou	BACS	Avant Repairs	Ben Burgess	S	367.78	73.55	441.33
492	17/08/2023		Bank 1 Current Accou	BACS	Electricity - River Green Toile	TotalEnergies Gas & Power L	L	7.18	0.36	7.54
493	17/08/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	31.71	6.34	38.05
493	17/08/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	31.70	6.34	38.04
493	17/08/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	31.70	6.34	38.04
493	17/08/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	31.70	6.34	38.04
494	17/08/2023		Bank 1 Current Accou	BACS	Park signs	Gsign	S	76.00	15.20	91.20
495	17/08/2023		Bank 1 Current Accou	BACS	Play Equipment Safety Trainin	G B Sport and Leisure	S	2,580.00	516.00	3,096.00
496	17/08/2023		Bank 1 Current Accou	BACS	Memorial bench	Streetmaster	S	514.00	102.80	616.80
497	21/08/2023		Bank 1 Current Accou	DD	Gas - Morse Pavilion	SSE	S	10.00	2.00	12.00
498	21/08/2023		Bank 1 Current Accou	DD	Electricity - Morse Pavilion	SSE	S	392.08	78.42	470.50
499	22/08/2023		Bank 1 Current Accou	DD	Barrier line rental	Wireless Logic Ltd	S	4.32	0.86	5.18
500	24/08/2023		Bank 1 Current Accou	DD	Electricity - Roxley Hall	SSE	L	277.64	13.88	291.52
501	24/08/2023		Bank 1 Current Accou	DD	Electricity - Town Hall	SSE	S	937.35	187.47	1,124.82
502	24/08/2023		Bank 1 Current Accou	BACS	Electricity - River Green Toile	TotalEnergies Gas & Power L	L	58.48	2.92	61.40
503	24/08/2023		Bank 1 Current Accou	BACS	Locum Services	Politis Ltd	S	4,800.00	960.00	5,760.00
504	24/08/2023		Bank 1 Current Accou	BACS	Car Park Line Marking	Cullum Line	S	1,560.00	312.00	1,872.00
505	24/08/2023		Bank 1 Current Accou	BACS	Grass Matting	G B Sport and Leisure	S	681.75	136.35	818.10



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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
506 Buildings & amenity areas	24/08/2023		Bank 1 Current Accou	BACS	Zip Wire Repairs	G B Sport and Leisure	S	119.50	23.90	143.40
507 Cleaning bus shelters	24/08/2023		Bank 1 Current Accou	BACS	Cleaning bus shelters	Mr R Marmoy	X	150.00		150.00
508 Audit	24/08/2023		Bank 1 Current Accou	BACS	External audit	PFK Littlejohn LLP	S	1,680.00	336.00	2,016.00
509 Additional Events	24/08/2023		Bank 1 Current Accou	BACS	Portable Toilet Hire	Toilets+	S	475.00	95.00	570.00
510 Telephone	29/08/2023		Bank 1 Current Accou	DD	Mobile Telephones	Three	S	23.33	4.67	28.00
510 Telephone	29/08/2023		Bank 1 Current Accou	DD	Mobile Telephones	Three	S	11.67	2.33	14.00
511 Bank charges	29/08/2023		Bank 1 Current Accou	DD	Bank charges	LLoyds Bank	E	7.00		7.00
512 Wheeled/litter/dog bins	29/08/2023		Bank 1 Deposit Accou	DD	Commercial Waste	Veolia	S	184.33	36.87	221.20
512 Wheeled/litter/dog bins	29/08/2023		Bank 1 Deposit Accou	DD	Commercial Waste	Veolia	S	172.55	34.51	207.06
513 Gas	31/08/2023		Bank 1 Current Accou	BACS	Gas - Roxley Hall	SSE	L	365.73	18.28	384.01
<b>Total</b>								<b>55,337.02</b>	<b>5,448.53</b>	<b>60,785.55</b>

## Thorpe St Andrew Town Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/08/2023</b>		
	Cash in Hand 01/04/2023		373,157.63
	<b>ADD</b> Receipts 01/04/2023 - 31/08/2023		359,377.68
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/08/2023		732,535.31 287,464.40
<b>A</b>	<b>Cash in Hand 31/08/2023</b> (per Cash Book)		<b>445,070.91</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2023	100.00
	Bank 2 Capital Account	31/08/2023	55,595.78
	Bank 1 Deposit Account	31/08/2023	378,776.04
	Bank 1 Current Account	31/08/2023	10,599.09
			<b>445,070.91</b>
	Less unrepresented payments		
			445,070.91
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>445,070.91</b>
	<b>A = B Checks out OK</b>		

## Thorpe St Andrew Town Council

### Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for <b>Thorpe St Andrew Town Council</b> for the year ended 31 March 2023 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Thorpe St Andrew Town Council</b> on application to:</p> <p>(a) <u>Rachel McCarthy, Operational Manager / RFO</u> <u>Town Hall, Fitzmaurice Park, Pound Lane,</u> <u>Thorpe St Andrew, Norwich, NR7 0UL</u></p> <p>(b) <u>9am - 3pm weekdays only</u></p> <p>3. Copies will be provided to any person on payment of £ <u>1</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p> <p>Announcement made by: (d) <u>Rachel McCarthy om/RFO</u></p> <p>Date of announcement: (e) <u>12/09/2023</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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# Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

**THORPE ST ANDREW PARISH COUNCIL – NO0464**

## 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

## 2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

## 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

20/08/2023

# Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

*THORPE ST ANDREW TOWN COUNCIL*

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		*Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

*05/06/2023.*

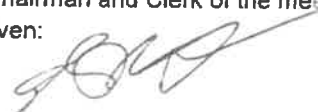
and recorded as minute reference:

*8.4*

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk




*www.thorpestandrew-tc.gov.uk.*

## Section 2 – Accounting Statements 2022/23 for

### THORPE ST ANDREW TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	356 177	362 279	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.  Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	518 758	534 569	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	111 130	220 811	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(325 014)	(254 404)	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	(27 729)	(25 622)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(271 043)	(436 895)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	362 279	400 737	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	373 343	373 158	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3 526 671	3 629 899	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	295 526	275 677	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

16/05/2023.

I confirm that these Accounting Statements were approved by this authority on this date:

05/06/2023.

as recorded in minute reference:

8.4

Signed by Chairman of the meeting where the Accounting Statements were approved



# **Anti-social Behaviour, Crime & Policing Act 2014**

## **Public Spaces Protection Order**

### **(Vehicle Related ASB) (the 'Order')**

This Order may be cited as Broadland District Council, Public Spaces Protection Order (Vehicle Related ASB) Number XX of 20XX

Broadland District Council exercises its powers under Section 59 and 72 of the Anti-social Behaviour, Crime & Policing Act 2014 (the 'Act') and under all other enabling powers, hereby makes the following Order:

1. The Order shall come into operation on XXX and shall have an effect for 3 years thereafter, unless extended by further Order under the Councils' statutory powers.
2. The Order relates to the whole of the Broadland District as shown on the attached plan ('the restricted area').
3. Broadland District Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met, namely, that anti-social behaviour and/or criminal activities have been carried out within the restricted area due to vehicular nuisance. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within the restricted area and have such effect.
4. Broadland District Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is expedient to make this Order for the purposes of reducing crime and/or anti-social behaviour in a public place.

#### **Prohibitions**

Any person(s) (by definition includes the driver, rider, or registered keeper of a mechanically propelled vehicle, who at the time of the offence was in control of the mechanically propelled vehicle; or in a position to control its' use within the restricted area) are prohibited from:

- a. Congregating or loitering as part of a group around (or in) one or more stationary vehicles at any time where such activity causes or is likely to cause noise, harassment, alarm, distress, or detrimental impact.
- b. Engaging in, promoting, encouraging and/or assisting in the carrying out of any activity connected to the use of a mechanically propelled vehicle including but not limited to a car cruising event\* (see definition below); in or on a public highway, public car park and other land to which the public has access (whether by payment or otherwise) in the Broadland District Council area (the restricted area) which causes or is likely to cause harassment, alarm or distress or detrimental impact due to any of the following activities, namely:
  - I. Sounding horns or playing loud music which causes a nuisance.
  - II. Revving engines which causes a nuisance.

- III. Causing danger to other road users (including pedestrians).
  - IV. Causing damage or risk of damage to private property.
  - V. Speeding or racing.
  - VI. Performing stunts (including but not limited to performing doughnuts, skidding, drifting, handbrake turns, wheel spinning, burn outs).
  - VII. Being verbally abusive, swearing and/or intimidating (including the use of sexual language or making sexual suggestions) to another person.
  - VIII. Causing an obstruction of a public highway or publicly accessible place (whether moving or stationary).
- c. Engaging in, promoting, advertising, encouraging, or assisting in activities or other mechanically propelled vehicle related nuisance causing or likely to cause danger to the public.
  - d. Promoting, organising, advertising, or publicising the occurrence of car cruising\* (including but not limited to via email, the internet, social media, or via any publication or broadcast medium).
  - e. Attends any meeting or gathering either as a mechanically propelled vehicle owner, driver, passenger, or spectator where any reasonable person would consider that the car cruising or gathering is likely for the purposes listed at a(i) to (VIII) was or is taking place on land to which this Order applies, commits an offence.

*\*The definition of car cruising includes 'a congregation of the drivers of 2 or more motor vehicles (including mopeds, motorcycles, trikes, and quadbikes, whether intended or adapted for use on a road) on the public highway or at any place to which the public has access, whether by payment or otherwise.*

It is the act of drivers meeting on the public highway or a publicly accessible place. It can either be planned or unplanned, with the intention to race or perform stunts (as outlined above).

Behaviour includes but is not restricted to:

- Obstructing highways, residential or business properties.
- Dangerous or inconsiderate driving.
- Creating excessive noise via engine, horn, or amplified music.
- Littering.
- Verbal abuse, swearing and/or intimidating member of the public.

### **Fixed penalty notices and offences**

1. It is an offence for a person without reasonable excuse to engage in any activity that is prohibited by this Order.
2. In accordance with Section 67 of the Act, a person found to be in breach of this Order is liable to be issued with a Fixed Penalty Notice of £100 or on summary conviction to a maximum penalty of a level 3 fine.

### **Appeals**

1. In accordance with Section 66 of the Act, any interested person who wishes to challenge the validity of this Order may apply to the High Court within six (6) weeks



from the date upon which the Order is made. Any such challenge must be on the grounds that (1) the Council did not have the power to make the Order or to include particular prohibitions or requirements; or (2) that in making the Order, the Council failed to comply with a requirement under the Act.

**Appendix (attached):**

A map showing the restricted area edged in red.

Given under the Common Seal of Broadland District Council

On the XXXX day of XXX 20XX

**THE COMMON SEAL of  
Broadland District Council**

Was hereunto affixed in the

Presence of:

.....Authorised Officer

DRAFT

Parish & Town Clerks  
District of Broadland

Broadland District Council  
Horizon Business Centre  
Broadland Business Park  
Peachman Way  
Norwich  
Norfolk NR7 0WF

1 August 2023

**Anti-social Behaviour, Crime and Policing Act 2014  
Proposed Public Space Protection Order (PSPO) (vehicle related ASB):  
Broadland**

I am writing to consult you on a proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014 as required by the Act.

The PSPO will cover the administrative district of Broadland and will seek to prohibit vehicles being used in a manner which cause detrimental impact on the wider community and provide Police and Councils with powers to act swiftly and quickly where it is believed those activities are taking place.

Evidence identifies that the proposed PSPO is in operation from 18:00 Thursday to 06:00 Tuesday as the majority of the activity takes place over weekends and in particular, on bank holidays.

PSPO's can be made for a period up to three years from the date of decision and this will form the application to Council albeit, with a built-in review at the end of the first 12 months of operation. This will enable evidence of impact to be reviewed and any necessary variation to the Order be made, should evidence show displacement to the operational times has occurred.

Two Councils  
One Team



A copy of the proposed PSPO together with a map of the district is attached for your information and I would welcome your answers to the following questions and any other comments on the proposal by the 29<sup>th</sup> September 2023:

- 1) Do you agree with the proposed PSPO being applied across district?
- 2) Do you agree with the proposed regulatory controls in the draft PSPO?
- 3) Do you agree with the proposed period of operation of the draft PSPO?

Please provide your response to:

[teri.munro@southnorfolkandbroadland.gov.uk](mailto:teri.munro@southnorfolkandbroadland.gov.uk)

Yours sincerely

**Teri Munro**  
**Community Safety Manager**

Two Councils  
One Team



