

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

Tel/Fax: (01603) 701048. Email: office@thorpestandrew-tc.gov.uk

Notice of Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on Monday 1st July at 7.30pm for the purpose of transacting the following business. M Barron

Michelle Barron

Issued 26.06.2024

1	AGENDA Attendance book and apologies for absence.
2	Declarations of interest in items on the Agenda.
3 4	To confirm the minutes of the Town council meeting held on Monday 3 rd June 2024 Page 1-3 Announcements (for information only) 4.1 - The Town Mayor
5	 4.2 - The Town Clerk 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 Page 4 5.3 - Members of the Public
6	Town Maps – for consideration Councillor John Ward
7	Finance
	7.1 - Payments List - attached VR No's 188-268 Page 5-7
	7.2 - Bank Reconciliation Statement – attached Page 8
8	Updates on Projects – for resolution where required. a: Play Area b: Morse Redevelopment c: River Green Company d: Workshop e: Streetlight Project
9	Events a: VE Day b: Midsummer music and fireworks
10	Correspondance a: Reports of dangerous Parking from a resident Page 9
11	Whitlingham Ferry – for discussion
12	Future Agenda Items (Not for discussion)
	Chief Executive Officer – Michelle Barron Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 OUL Tel: 01603 701048 Email: <u>office@thorpestandrew-tc.gov.uk</u>

Website: www.thorpestandrew-tc.gov.uk

Thorpe St Andrew Town Council Minutes of the Town Council meeting held on 3 June 2024 at 7:30pm

1 Present:

Mr S Snelling (Deputy Town Mayor) Mr D Buck Mr J Ward Mr P Berry Mr T Garner Mr S Court Mrs L Skinner Mr C Eden

Mr D Wiseman Ms J Bailey Mr J Emsell Ms L Barrett Ms C Ferris Mrs M Friend Mr J Fisher

Apologies: Mr F Bowe (Town Mayor)

In attendance: Mrs M Barron (CEO), Mrs D Wheatley (Administrative and Communication Officer), Mr J Calver (Parks and Estates Manager), Mrs L Weston (Administration and Committee Officer) and 7 members of the public.

2 Declarations of interest in items on the agenda – Cllr Wiseman declared a nonpecuniary interest in agenda items 9 and 10, and Cllr Eden declared a non-pecuniary interest in agenda item 10.

3 To confirm the minutes of the Town Council meeting held on 13 May 2024. The minutes of the meeting held on 13 May 2024 were signed and approved as a true record.

4 Announcements

4.1 On behalf of the Town Mayor, Clir Snelling informed members that Clir Bowe was elected as the Armed Forces Covenant Champion for Broadland District Council.

4.2 The Town Clerk reminded members of the two D-Day events, both taking place at the Morse. The first is on the evening of Thursday 6th June, traditional fish and chips can be purchased and eaten on site or taken away, with a short ceremony to commemorate the occasion and beacon lighting at 9.15pm. Saturday is a family day, with stalls and entertainment from 12pm.

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.

5.1 Norfolk Constabulary – No report

5.2 County and District Councillors - No Comments

5.3 Members of the public -

The Regional Ambassador for Parkrun expressed his support for item 10 on the agenda. Parkrun is a fully inclusive event, open to everyone in the community, providing both physical and mental health benefits to participants and volunteers. There is a £4,800 startup fee, the only cost to setting it up. The funds pay for a small amount of equipment, the bulk is for a perpetual licence for the Parkrun brand. It also supports the core team at Headquarters, with training volunteers and the provision of a defibrillator for the site and provides Public Liability Insurance cover for the event. Funding hasn't been sourced for the Fitzmaurice yet. Volunteers would be needed, approx 10/20 would be required each week, or whenever the event takes place. Parking may be an issue

but the event is very time limited between 9 and 10.30am.

A member of the public, spoke in support of parkruns and the positive way it makes you feel afterwards. Having recently volunteered for the first time, it was a completely different feeling. Living in Dussindale, having a local parkrun which could be walked to, instead of driving, would be another benefit and such a good community event.

A member of the public asked if the verge cutting had stopped, as dogs are picking up grass ticks in their ears it's so long and vet bills are not cheap and asked if the no parking on verges sign could be more succinct. The Parks and Estates Manager confirmed the verges were cut two weeks ago but the weather is against us at the moment and the CEO added that the resources are not there to cut more than once a fortnight.

The same member of public also asked for an update on the parking situation in South Avenue, although people are respecting the white lines, it is still dangerous. Are there any thoughts on the Parking issues. The CEO advised that it needs a multi-agency approach, all concerns raised by residents are passed onto Highways and the photographs will help. Police cannot give tickets for verge parking, it would need to be a serious obstruction.

A member of the public made comments on item 9, the provision of a window in the building of Bishy Barney Boat Hire, how the improvements would impact positively on the business and the aesthetics of the building on the visitors. A fixed window is required of 1.2m square but is open to a different design if the council wanted it.

Another member of the public added support for the parkrun, a strong advocate for one of the most inclusive sporting events. As a Dussindale resident, to have this on the doorstep for Dussindale and the wider area would be superb.

7 Finance

7.1 Payments List - report attached for VR No's 98-187, noted.

Cllr Ward queried the HR Service line 102 payment. The CEO gave a brief outline of the ongoing dispute and resolution with the company. The H&S aspect has been withdrawn from the contract, and the Council is continuing with the HR. The cost covers this year and the two previous years. **7.2** Bank Reconciliation Statement – attached, approved and signed as a true record **7.3** AGAR – attached, the CEO gave a brief outline of the document which was noted and signed as a true record.

8 Replacement Workshop – for consideration and resolution

Some slight changes were advised by the CEO after discussion at the F&S meeting. Option 2 was decided as the best option at that meeting. Cllr Buck asked if the quotes included erection and if a footing is needed. Cllr Fisher thought if the workshop was being used as a workshop at any time, the insulated walls should be considered for the extra cost. Cllr Court questioned the quote being out of date and would it stand. Mr Calver advised members that the option B company had been in touch regularly.

It was proposed by Cllr Fisher, seconded by Cllr Emsell and with a unanimous show of hands it was **RESOLVED** to accept quote B/3 to supply and erect at a cost of £39,555.

9 Window for the premises of Bishy Barney Boat Hire.

Cllr Wiseman visited Mark Appel at the premises, where the lack of a window was raised. Cllr Wiseman wished to open this subject up for discussion.

Some discussion took place, as to whether planning permission would be required and what has been agreed in the past. Currently there is no tenancy agreement for the premises, it was a startup business. Any works would need to wait until end of October, during the winter.

It was proposed by Cllr Wiseman, seconded by Cllr Emsell and with a unanimous show of hands it was **RESOLVED** to agree in principle to the provision of a suitable window and pass this back to Officers to investigate with the Broads Authority.

10 Proposal for Parkrun to be held at Fitzmaurice Park

Council heard from members of the public in support of this proposal and Cllr Eden has asked initially for members approval to take this proposal forward with a view to bring it back to the table in September for a start date of next year.

Positive comments were heard from many Cllrs. Cllr Wiseman advised members that they would look externally for the funding and access to toilets and a small area for storage would be required. The CEO advised that toilets may be a logistical issue but can be looked at and the old cricket store could be used for storage.

It was proposed by Cllr Eden, seconded by Cllr Bailey and with a unanimous show of hands it was **RESOLVED** to accept the concept of a Parkrun at the Fitzmaurice Park.

11 Event Updates

The CEO reminded members of the two D-Day 80 events, Thursday evening at the Morse with fish and chips and beacon lighting 9.15pm. Saturday's event commences at 12pm. No Cllr volunteers required for Thursday but volunteers for Saturday would be appreciated to get stall holders on and off site. There are some questions over licencing for the Mid Summer Music Event and only 200 tickets sold thus far. This will be monitored and an update provided to Cllrs by email.

12 Exclusion of Press and Public – All members of the public left the building.

13 River Green Lease matters – Legal advice update

A confidential document was tabled at the beginning of the meeting for Cllrs to read. The CEO gave a brief overview of the document, also informing Council that Dr Thomas Forman has recently offered his assistance to the CEO on this matter.

It was **RESOLVED** by Council, with ten in favour, five abstentions, for the CEO to respond with answers on a) b) and c) of the document and engage the services of the previous clerk if required.

Future Agenda Items - Whitlingham Ferry July agenda, Parkrun update for September agenda

Meeting Closed at 9.07pm

Chairman _____

Date _____

16th June 2024

Report from Councillor John Ward

Norfolk County Council

Work started on the Long Stratton bypass on 28th May. The bypass will create hundreds of new jobs and homes, open up improvements for cycling and walking, and solve transport issues that local people have been facing for more than a generation.

Norfolk County Council have offered it's staff a pay increase of between 2.5% and 5.77% depending on salary scale. The offer is currently being considered by the trade unions.

The Council are appealing for foster families. There are currently 1200 children in Norfolk looking for safe, loving and nurturing homes. If you are interested in becoming a Foster Parent, please go to <u>www.fostereast.org.uk</u> for more information.

The planning application document for the Norwich Western Link has now been published on line and can be viewed at NorwichWesternLink -Norwich Western Link (oc2.uk). The public can comment on these plans by emailing <u>NwlPlanning@norfolk.gov.uk</u> or by post to Planning Services, County Hall.

Whitlingham Country Park is now offering supervised open water swimming. Sessions cost £8 each. Full details on the Whitlingham Park Website.

The Museum of Norwich (Bridewell) has a new touring exhibition of photographs based on the Ihsan Mosque in Chapelfield, Norwich, home to one of the longest-standing British Muslim Communities in the U.K.

And a new exhibition is launched at the Time & Tide Museum, Great Yarmouth : "Not made in Great Yarmouth".

Thorpe St Andrew Town Council PAYMENTS LIST

25 June 2024 (2024-2025)

/ouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Tota
168	Equipment Hine	06/06/2024		Bank I Current Acco	BACS	Sidp Hire	PSH Environmental	s	275.00	\$5.00	330.0
189	Electricity	06/06/2024		Bank 1 Current Acco	BACS	Electricity - River Green	E.on	L	191,84	9.59	201,43
190	Field Maintenance Contract	06/06/2024		Bank 1 Current Accor	BACS	Grounds Maintenance	Norse	s	1,475.69	295.14	1,770.63
191	Commemorative Events	06/06/2024		Bank 1 Current Acco	BACS	Entertainer	Isle lave a Shanty	x	200.00		200-00
192	Commemorative Events	06/06/2024		Bank 1 Current Accor	BACS	Entertainer	Taverham Band	x	250.00		250.00
193	Website costs	06/06/2024		Bank 1 Current Acco	BACS	Annual Website Subscription	Norfalk Geeks	x	540.00		540.00
194	Rodey Hall Loan	06/05/2024		Bank 1 Current Accor	BACS	Loan Payment	Public Works Loan Bos	nd E	9,560.82		9,560.82
195	Additional Events	06/06/2024		Bank 1 Current Accor	BACS	Sound Engineer Services	KS0 Events	х	1,550.00		1,550.00
196	Commemorative Events	06/06/2024		Bank 1 Current Accord	BACS	Entertainer	D A Leggett	x	250.00		250.00
197	Equipment Hire	07/05/2024		Bank 1 Current Acco	DD	Lease payment	Novuna Business Finan	ce S	654.00	130,80	794.80
198	Salary	10/06/2024		Bank 1 Current Accor	BACS	Salary		x	2,027.05		2,027.05
199	- Salary	10/05/2024		Bank 1 Current Accor	BACS	Selary		x	1,680.07		1,680.07
200	Salary	10/06/2024		Bank 1 Ourrent Accor	BACS	Salary		х	1,702.87		1,702.87
201	Salary	10/06/2024		Bank 1 Current Acco	BACS	Salary		х	2,284.27		2,284,27
202	Salary	10/06/2024		Bank 1 Current Acco-	BACS	Salary		x	1,456.12		1,456.12
203	Salary	10/06/2024		Bank 1 Current Accor	BACS	Salary		x	1,439.78		1,439,78
204	Salary	10/06/2024		Bank 1 Current Accor	BACS	Salary		x	3,038.99		3,038.99
205	Salary	10/06/2024		Bank 1 Current Accor	BACS	Salary		x	474.93		474.93
206	Salary	10/06/2024		Bank 1 Qurrent Accor	BACS	tax/nic	HMRC	x	419.20		419.20
207	Employers NIC	10/06/2024		Bank 1 Current Accor	BACS	employers nic	HMRC	x	264.27		264.27
208	Salary	10/06/2024		Bank 1 Current Acco	BACS	tax/nic	HNRC	x	259.04		259.04
209	Employers NIC	10/06/2024		Bank 1 Current Accor	BACS	employers nic	HMRC	x	179,47		179.47
210	Salary	10/06/2024		Bank 1 Current Accor	BACS	, tax nic	HMRC	x	235,24		236.24
211	Employers NIC	10/06/2024		Bank 1 Current Accor	BACS	employers nic	HMRC	х	179,47		179,47
212	Salary	10/05/2024		Bank 1 Current Accor I	BACS	tan: nic	HMRC	x	500.86		500.86
213	Employers NIC	10/06/2024		Bank 1 Ourrent Accord	BACS	employers nic	HMRC	x	306.46		306.46
214	Satary	10/06/2024		Bank 1 Current Accos 1	MCS	Tao, NE	HMRC	x	169.85		169.85
215	Employers NIC	10/06/2024		Bank 1 Current Accor E	ACS	Employers NIC	HMRC	x	133.59		133.59
216	Salary	10/06/2024		Bank 1 Qurrent Accos	IACS	Tax NI	HMRC	х	132,49		132.49
217	Employers NTC	10/06/2024		Bank 1 Current Accor E	ACS	Employers NFC	HMRC	x	125.73		125.73
218	Salary	10/06/2024		Bank 1 Current Accor B	ACS	Tax NI	HMRC	x	118.90		118.80
219	Salary	10/05/2024		Bank 1 Current Acco 8	ACS	Trace ND	HMRC	x	805.35		805.35
220	Employers NEC	10/06/2024		Bank 1 Current Acce B	ACS	Employers NIC	HMRC	x	464.62		464.62

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Thorpe St Andrew Town Council PAYMENTS LIST

25 June 2024 (2024-2025)

Vouche	Code	Date	Minute	Sank	Cheque No	Description	Supplier				
221	Student Loan	10/06/2024		Bank 1 Ourrent Acco	-		adppose	VAT Type	Net	VAT	Tota
222	Salary	10/06/2024		Bank 1 Current Accor		Student Loan	HMRC	x	53.00		53.0
223	Panalon Employer	10/06/2024		Bank 1 Current Accor		pension	Norfolk Pension Fund	x	173.75		173.7
224	Salary	10/06/2024		Bank 1 Current Acco		pension employer	Norfolk Pension Fund	х	614,79		614.79
225	Pension Employer	10/06/2024		Bank 1 Carrent Accor		pension	Norfolk Pension Fund	x	119.39		119.39
226	Salary	10/06/2024		Bank 1 Current Accor		pension employer	Norfalk Pension Fund	×	473.46		473.46
227	Pension Employer	10/06/2024		Bank 1 Current Acco		pension	Norfolk Pension Fund	x	119.39		119.39
226	Salary	10/06/2024		Bank 1 Current Acco		employers pension	Norfolk Pension Fund	x	473.46		473.46
229	Pension Employer	10/06/2024		Bank 1 Current Accor		pension	Norfolk Pension Fund	x	193.62		193.62
230	Salary	10/06/2024		Bank 1 Current Accor		employers pension	Norfalk Pension Fund	x	685.11		665.11
231	Employers Pension	10/05/2024		Bank I Current Accor		Pension	Norfolk Pansion Fund	x	96.81		96.81
232	Salary	10/06/2024		Bank J Current Accor 1		Employers Pension	Norfolk Pension Fund	х	383.89		383.89
233	Pension Employer	10/06/2024		Bank 1 Current Accor 8		Pension	Norfolk Pension Fund	х	100.11		100.11
234	Salary	10/06/2024		Bank 1 Current Accord		Employers Penalon	Norfait: Pension Fund	x	397.00		397.00
235	Employers Pension	10/06/2024		Bank 1 Current Accor 8		Pension	Norfolk Pension Fund	x	34.56		34.55
236	Salary	10/06/2024		Bank 1 Current Accor B		Employers Pension	Norfolk Pension Fund	x	144.51		144.51
237	Pension Employer	10/06/2024		Bank 1 Current Accor B		Pension	Norfolk Pension Fund	х	280,49		280.49
238 G	ies	13/05/2024		Bank 1 Current Accor D		Employers Pension	Norfolk Pension Fund	х	948.71		948.71
239 Mi	laintenance contract	14/06/2024		Bank I Current Accor B		Gas - Morse Pavilion	British Gas	L	211.16	10.55	221.71
240 W.	later rates	14/06/2024				Streetlighting Contract	Coatens UK Ltd	5	400.00	60.D0	480.00
241 Le	spal charges	14/06/2024		Bank 1 Current Accor Bu		Water charges - Morse	Wave	х	42.63		42.63
242 Ce	caning	14/06/2024		Sank 1 Current Accor 6/		Legal fees	Norfolk County Council	5	79.50	15.90	95.40
	naning and classifing material	14/06/2024		Bank 1 Current Acco B/ Bank 1 Current Acco B/		Cleaning Services	Norwich Cleaning Services	S	630,24	126.05	756,29
242 Ce	maning (Tollets)	14/06/2024		Bank 1 Current Accor BA		Cleaning Services	Norwich Cleaning Services		630,24	126.05	756.29
243 En	ergy charge	14/06/2024		Bank 1 Current Accor BA		Cleaning Services	Norwich Cleaning Services		630,24	126.04	756,28
244 Cor	mmemorative Events	14/06/2024		Bank 1 Current Accor BA		Streetlighting Energy Charge	TotalEnergies Gas & Powe	5	4,202.53	840.51	5,043.04
245 Add	ditional Events	14/06/2024		Bank 1 Current Acco BA		Event Entertairment	Mr E Harvey	x	900.00		900.00
246 Cor	mmemorative Events	14/06/2024		Benk 1 Current Acco BA		Event Entertalument	Skylit Pyrotechnics	х	3,000.00		3,000.00
H7 Fue		13/06/2024		Bank 1 Current Accor OD		Event Entertainment	C Vandjour Wright	x	120.00		120.00
	a the machinery maintenance	13/06/2024		Bank I Current Acco DD			Fuel Genie	5	238.18	47.64	285.82
	ctricity	17/06/2024		Bank I Current Acco DD			Fuel Genie	5	205.50	41.10	246.60
49 Bed	tricity	17/06/2024		Bank 1 Current Acco DD			SSE	5	415.69	89.14	\$34,83
		17/06/2024		Bank 1 Current Acco DD			SSE	s	1,553,69	310,73	1,864.42
		7/06/2024		Bank 1 Current Accor Cred	(Card		SSE	L	312.02	15.61	327.63
il Subs	scriptions j	7/06/2024		Bank 1 Ourrent Accor Crec			Adobe	x	26.49		25.49
					···· • •••••• •	Adobe Subscription	Adobe	s	16.64	3.33	19.97

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Thorpe St Andrew Town Council PAYMENTS LIST

25 June 2024 (2024-2025)

ouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Tota
	Telephone	17/06/2024		Bank 1 Current Accor	Credit Card	WiFi	Void	х	20.00		20.0
252	Telephone	17/06/2024		Bank 1 Current Accor	Credit Card	WIF	Voxi	x	20,00		20.00
	Telephone	17/06/2024		Bank 1 Current Accor	Gredit Card	Microsoft Teams	Microsoft	E	19.68		19,68
253	Telephone	17/06/2024		Bank 1 Current Accor	Credit Card	Microsoft Teams	Microsoft	E	24.60		24.60
254	Cleaning	17/06/2024		Bank 1 Current Accor	Credit Card	Nappy Bin	Amazon	s	22.22	4,44	26.66
255	Additional Events	21/06/2024		Bank 1 Current Accor	BACS	Portable Toilet Hire	Toilets+	S	711.67	142.33	854.00
256	Grounds Machinery Maintenanc	17/06/2024		Bank 1 Current Acco	Credit Card	Bowser Repairs	Panks	5	48,13	9.63	57.76
257	Postage	17/06/2024		Bank 1 Current Acco	Credit Card	Postage	Royal Mail	5	2.83	0.56	3.39
257	Postage	17/06/2024		Bank 1 Current Accor	Credit Card	Postage	Royal Mail	E	85.00		85.00
		17/06/2024		Bank 1 Current Accord	Credit Card	TENS	Broadiand District Coun	di E	21.00		21.00
		17/06/2024		Bank 1 Current Acco:	Credit Card	TENS	Broadland District Coun	i E	21.00		21.00
		17/06/2024		Bank 1 Current Accor	Credit Card	TENS	Broadiand District Count	cił E	42.00		42.00
259	Miscellaneous	17/06/2024		Bank 1 Current Accor	Credit Card	Refreshments	Maloro	s	10.32	1.79	12.11
260	Subscriptions	17/06/2024		Bank 1 Current Acco-	Credit Card	Norton Subscription	Norton	E	74.99		74.99
261	Office equipment	17/06/2024		Bank 1 Current Accor	Credit Card	IT equipment	Amazon	5	3.32	0.67	3.99
262 (One Off Payments	17/06/2024		Bank 1 Current Acco	Gredit Card	Speaker	Amazon	s	215.22	43.05	258.27
263 9	Sales	17/06/2024		Bank 1 Current Acco:	Credit Card	Facebook Advertising	Facebook Ads	x	4.89		4.89
264 H	Sectricity	21/06/2024		Bank 1 Current Accor	DD	Eectricity - Roxley Hall	SSE	L	22.68	1.13	23.81
265 8	ilectricity	21/06/2024		Bank 1 Current Acco	BACS	Electricity - River Green	British Gas	Ł	109,37	5.46	114.83
266 1	elephone	24/06/2024		Bank 1 Current Acco I	DD	Barrier line rental	Wireless Logic Ltd	5	4.32	0,86	5.18
267 E	Bectricity	25/06/2024		Bank 1 Current Acco I	00	Electricity - Morse Pavilion	SSE	L	109,60	5,49	115.09
268 E	lectricity	25/06/2024	1	Bank 1 Current Acco-	oo	Electricity - Morse Pavilion	SSE	5	439.86	87.97	527.83
							Total		54,316.37		,

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Thorpe St Andrew Town Council

Prepared by:

Richel Mcl RFO Name and Role (Clerk/RFO etc

Date: <u>25/06/2</u>4

Date:

Approved by:

Name and Role (RFO/Chair of Finance etc)

	A = B Checks out OK			
B	Adjusted Bank Balance			563,919.18
	Plus unpresented receipts			
				563,919.18
	Less unpresented payments			
				563,919.18
	Bank 2 Capital Account	25/06/2024	56,186.84	
	Bank 1 Deposit Account	25/06/2024	499,559.65	
	Bank 1 Current Account	25/06/2024	8,072.69	
	Cash in hand per Bank Statement Petty Cash	s 25/06/2024	100.00	
A	Cash in Hand 25/06/2024 (per Cash Book)			563,919.18
	Payments 01/04/2024 - 25/06/202	24		191,244.52
	SUBTRACT			755,163.70
	ADD Receipts 01/04/2024 - 25/06/2024	1		365,544.21
	Cash in Hand 01/04/2024			389,619.49
	Bank Reconciliation at 25/	06/2024		

18 June 2024

I would be much obliged if you have the authority to correct the problem or redirect this.

At the junction of St Williams Way and Aerodrome Road the double yellow lines need to be extended further into Aerodrome Road. Because as they end too close to the junction its allowing vehicle/s to park that close to a junction that puts all vehicles, cyclists and even pedestrians at high risk when entering and exiting and crossing the junction.

One does not know what's coming round the corner as they are forced to be on the wrong side of the road overtaking the parked vehicle.

It would not cause a problem to residents as extending the double lines further along as there are no driveways. It just makes it much safer.

Regards