



THORPE ST ANDREW TOWN COUNCIL

Tel/Fax 01603 701048

Email office@thorpestandrew-tc.gov.uk

**SUMMONS TO ATTEND THE MEETING OF THE
THORPE ST ANDREW TOWN COUNCIL
MEMBERS OF THE PUBLIC ARE WELCOME**

1 July 2025

Notice is given that the Town Council Meeting of Thorpe St Andrew will be held on
Monday 7 July 2025, at 7.30pm
at Roxley Hall, Yarmouth Road, Thorpe St Andrew NR7 0QF

Yours sincerely

Sarah Bristow (Mrs)
Locum CEO/Town Clerk/RFO

If any member of the Public present wishes to address an item on the Agenda please advise at agenda Item 3 public questions or by speaking with the Clerk prior to the start of the meeting. The item may be considered earlier.

- 1. To Consider apologies for absence**
- 2. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**
Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.
- 3. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**
- 4. To Receive Councillor Reports**
 - 4.1 County Councillor – Cllr Fisher, Mackie, and Ward**
 - 4.2 District Councillors – Cllr Bailey, Berry, Bowe, Emsell, Eden & Mancini Boyle**

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

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

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

5. **Announcements (for information only)**
 - 5.1 **The Town Mayor**
 - 5.2 **The Town Clerk**
6. **Minutes of The Annual Town Council Meeting held on 9 June 2025**
 - 6.1 **To consider and approve the minutes.**
 - 6.2 **Matters arising from the minutes.**
7. **Finance: (see reports attached)**
To review and consider any action necessary.
 - 7.1 **Monthly Accounts for Payment.**
 - 7.2 **Money Received.**
 - 7.3 **Bank Rec April/May 2025**
 - 7.4 **Hirers Agreement/Hirers Rent/Leases.**
 - 7.5 **Building/Asset Valuation.**
 - 7.6 **Quarterly Budget Report**
 - 7.7 **Councillor Quarterly Audit Trails.**
- 8 **Agricultural Workshop - Morse**
- 9 **Disabled Accessibility of all Council Premises/Parks**
- 10 **Nursery Kitchen Floor**
- 11 **Community Noticeboards**
- 12 **VE Day De-Brief**
- 13 **Football Goals & Nets – Update**
- 14 **Morse Working Group – Update**
- 15 **Parish Partnership – Ideas.**
- 16 **Governance:**
 - 16.1 **Any Training Requirement**
- 17 **Correspondence: (see associated papers) To review and consider any action necessary**
 - 17.1 **Grasscutting and Biodiversity**

Any correspondence that needs action which arrives after the published agenda will be added if cannot wait until the next meeting.
- 18 **Items For Next Agenda**
 - 18.1 **To consider items that need to go on the next agenda.**
- 19 **Date, and Place of next meeting.**
Town Council Meeting Monday 1 September 2025 at 7.30 at Roxley Hall



THORPE ST ANDREW TOWN COUNCIL

20 EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

21 Staffing Issues

22 Car Parking – Areas.



THORPE ST ANDREW TOWN COUNCIL
Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 9 June 2025 at 7:30pm

Present:

Mr S Snelling (Town Mayor)	Mr J Emsell
Mr S Court (Deputy Town Mayor)	Mr D Wiseman
Mr P Berry	Mr C Eden
Mr J Fisher	Ms L Barrett
Ms J Bailey	Mr D Buck
Ms C Ferris	Mr R Pointer
Mrs M Friend	

In attendance: Mrs S Bristow (Locum CEO/RFO), Mrs L Weston (Administration and Committee Officer) and 9 members of the public.

- 1 Apologies considered:** Cllr Ward, Cllr Bowe and Cllr Garner all apologies accepted.
- 2 Declarations of interest in items on the agenda –** Cllr Wiseman and Cllr Pointer declared non-pecuniary interests on agenda item 19.1. Cllr Bailey declared non-pecuniary interests on item 16.
- 3 Adjournment of meeting to allow for public questions. (15 mins, max 5 mins per speaker)**

The meeting was adjourned to allow members of the public to speak.

A member of the public asked how many staff vacancies there were and if they're being advertised. The Locum CEO advised of 3 possible vacancies, which will be advertised shortly.

Several members of the public were in full support of item 16 - Arboretum Proposal, and the benefits that can be achieved for the community. Representatives from Thorpe Nature Network, Edible East and Friends of Thorpe St Andrew Parks voiced their support with the later offering funds of £2441 towards seating. Thorpe Nature Network informed members of a similar project in Sidmouth and replicating the success they've achieved.

Father James joined the 10th Park Run on Saturday, to support the great work of Cllr's Wiseman and Eden. This was followed by a plant sale, which was a great success, raising £1273.55 thanks to all involved. A Summer Concert and Strawberry Tea is planned for 29th June at 2.30pm, and the Summer Fete on 19 July 11-3pm at the grounds of the Parish Church.

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

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

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

4 To Receive Councillor Reports

4.1 County Councillors

Cllr Fisher – The main business taking place at County Hall has been Devolution and Local Government Reform. Re-organisation of the committees and the scrutiny aspect has also been implemented.

- 4.2 District Councillors** – Cllr Bailey has been in contact with Shaun Barker at Whitlingham Sewerage Works. A positive update has been provided on the works, complaints have dropped considerably, and this will be shared with Councillors. Cllr Berry gave an update on the COSTCO application and the subsequent approval despite representation from himself, Postwick and Witton Parish Council, Residents and Anglian Water. Cllr Eden paid thanks to Father James and Councillors that turned out in the rain to support the 10th Park Run on Saturday.

5 Announcements (for information only)

- 5.1** The Town Mayor has spoken with key players concerning the speeding and parking issues. A new working group will meet on 18th June, consisting of the core agencies, to discuss short, medium and long-term options. Last week was National Volunteers Week, a certificate and forget me not badge was presented to the dementia volunteers in recognition of 8 years' service. A thank you lunch followed, funded by local donations. Attending the church annual plant sale on Saturday and later that evening attending a chartered 'Roaring 40's' river cruise on the Broads. Speaking to those on board about the work of Thorpe St Andrew Town Council, it's volunteer Councillors and its events, with the profits raised being donated to the Dementia Support Group. The Scarecrow Trail was a great success and a great community achievement. Raising the spirits of the Town providing enjoyment to all, with proceeds going to Hillside Avenue Primary School. Congratulations to the four 'scarecrow mums', volunteers Clare, Hannah, Emma and Lisa and the army of scarecrow artists and builders.
- 5.2** The Locum Town Clerk – Report as tabled, no questions from councillors but adding that the planters around the Town will be filled with colour very soon.

16 Arboretum Proposal – Cllr Bailey

This item was brought forward.

Cllr Bailey thanked members of the community for attending the meeting and volunteering their expertise to support the proposal. Thorpe Nature Network exists, and Broadland District Council (BDC) are willing to support with the constitution to make it an official community group, if the proposal is successful. Then the group will be advertised and volunteers sought to bring the proposal to life. Councillors all spoke in support of the proposals, asking questions, offering valid ideas and suggestions.

It was proposed by Cllr Bailey, seconded by Cllr Barrett and a unanimous show of hands, it was **RESOLVED** to support Thorpe Nature Network to work towards level 1 accreditation to make Thorpe St Andrew a civic arboretum: 'A Tree Town'.

8.10 pm - Cllr Bailey and 6 members of the public left the meeting.

[Type here]

6 Minutes of the Annual Town Council Meeting held on 19 May 2025.

- 6.1** The minutes were considered, and an amendment noted. It was **RESOLVED** to accept the amended minutes of 19 May 2025, and duly signed as a true and accurate account.

Item 1 - It was proposed by Mrs C Ferris, seconded by Mrs J Bailey to appoint Mr D Wiseman as Town Mayor.

- 6.2** Matters arising – nothing received to note.

7 Minutes of the Planning Committee Meeting held on 2 June 2025.

- 7.1** The applications and decisions of the Planning Committee Meeting of 2 June 2025 were noted.

8 Finance: (reports attached)

To review and consider any action necessary

- 8.1 Monthly Accounts for Payment** – All invoices were circulated prior to the meeting.

Members **approved** payment of the payments list.

- 8.2 Money Received** – No receipt list due to GDPR but a budget list would be undertaken, investigating unrecognized payment received.

- 8.3 Bank Rec April/May 2025** – Paperwork for April provided in pack, May to be deferred.

Members **approved** the April 2025 bank reconciliation statements.

- 8.4 Hirers Agreement/Hirers Rent/Leases** – The Locum CEO has some supplementary work to do, to get this item finalised.

9 Finance: End of Year 24-25 (see reports attached)

To review and consider any action necessary

- 9.1 To receive Internal Auditor Report** – The Locum CEO advised a Financial Risk Assessment, Business Plan and Investment Policy are required as the next steps. Cllr Wiseman raised the issue of staff as mentioned in the report, the Locum CEO confirmed we can now move forward in this area.

Members unanimously **approved** the Internal Audit Report.

- 9.2 To sign and agree the Annual Governance Statement**

The Locum CEO read out section by section of the statements and the Council collectively answered the questions asked, which were recorded.

Members unanimously **approved** the Annual Governance Statement, and it was duly signed by Cllr Snelling as the Chair.

- 9.3 To note Balance Sheet**

Members unanimously **approved** the Balance Sheet.

- 9.4 To note Variance Notes** – Cllr Court queried the Town Hall business rates.

Members unanimously **agreed** to accept the amended Variance Notes.

- 9.5 To note End of Year Earmarked Reserves**

Earmarked Reserves document to be added to the next agenda of a Finance Committee meeting.

[Type here]

9.6 To agree Accounting Statement

Members unanimously **approved** the Accounting Statement

9.7 To review Asset Register

With the support of Cllr Buck, the Locum CEO advised members of a suitably qualified person that may undertake this exercise for the council.

It was unanimously **agreed** to review the Asset Register.

9.8 To review Insurance

9.8.1 Building Asset Valuation

The Town Council buildings all require a revaluation.

It was unanimously **agreed** to do a desk-top valuation of the buildings.

9.8.2 Playground – The playground equipment is inspected on a weekly basis by the Parks and Estates team and ROSPA inspects once a year, which will take place this month.

10 To review and adopt the New Standing Orders

Cllr Court made a request for items to be numbered to match the index, and a typo on page 22 d) to be corrected.

It was unanimously **agreed** to accept the amended document and adopt the Standing Orders.

11 To review and adopt the New Financial Regulations

It was unanimously **agreed** to adopt the Financial Regulations.

12 New CCTV Analogue to Digital

A brief report was shared as work in progress, outlining a short-term measure and a long-term upgrade plan.

13 VE Day De-Brief

Commission payments require chasing. A date to be communicated by Cllr Emsell and the Locum CEO to interested parties for the debrief, during the week commencing 23 June.

14 Football Goals & Nets – Update

14.1 To approve the expenditure for survey

It was proposed by Cllr Fisher, seconded by Cllr Buck and a unanimous show of hands, the expenditure for a survey was **approved**.

15 Morse Working Group – Update

No update, Locum CEO to contact group members to set a date for a meeting. Locum CEO to chase comments regarding Structural Survey.

16 Item 16 moved and discussed after item 5.

17 To consider Cllr Snelling's membership to the Planning and Environment Committee

It was **approved** with all in favour, for Cllr Snelling to rejoin the Planning and Environment Committee.

18 Governance:

18.1 Any Training Requirement – Noted.

18.2 Annual SLCC Conference – 3 Councillors attending, all invited.

[Type here]

19 Correspondence: (see associated papers) To review and consider any action necessary.

19.1 Whittlingham Junction Sign – Report attached was noted

Cllr Wiseman was able to answer questions from Councillors, mainly around the placement of the historical object and restoration. Cllrs Wiseman and Pointer have both agreed to complete the task of restoration at no cost to the Council for the labour.

It was **agreed** with a unanimous show of hands to complete the restoration of the sign.

19.2 Wheelchair Access to the Fitzmaurice Park – The Locum CEO to look at options to ensure the park is accessible to all, creating an accessible pathway around the locked gate and obtain quotes.

19.3 Great Collaboration – Report for information was noted.

20 Items for Next Agenda

20.1 To consider items for the next agenda - None

21 Date, and place of the next meeting.

Town Council Meeting Monday 7 July 2025 at 7.30pm at Roxley Hall noted.

22 EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED**: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted”.
No members of the public present.

23 Staffing Issues

The Locum CEO updated members on the staffing vacancies and the proposals for moving forward.

It was proposed by Cllr Emsell, seconded by Cllr Buck and a unanimous show of hands, it was **RESOLVED** to positively review the Parks and Estates Team, and for the Locum CEO to provide rates/costings for the proposal.

It was **RESOLVED**, with a unanimous show of hands, to appoint the Locum CEO, Sarah Bristow, to the permanent position of CEO/Town Clerk with immediate effect.

Meeting Closed at 10.04pm

Chairman _____

Date _____

Thorpe St Andrew Town Council
PAYMENTS LIST

11 June 2025 (2025-2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
130	Hillside water charges	05/05/2025		Unity Trust		Allotment	Wave	Z	27.90		27.90
131	Equipment Hire	07/05/2025		Bank 1 Current	DD	Lease payment	Novuna Business	S	654.00	130.80	784.80
95	IT Support	22/05/2025		Unity Trust	BACS	IT Support	RLS Computer Services	X	40.00		40.00
96	IT Support	23/05/2025		Unity Trust		IT Support - Back up	RLS Computer Services	X	40.00		40.00
98	Computer/Photocopier	23/05/2025		Unity Trust		Toner Box	Aurora	S	9.99	2.00	11.99
99	Bottle Bank	23/05/2025		Bank 1 Current	DD	Bottle bank	URM UK	S	26.70	5.34	32.04
97	IT Support	23/05/2025		Unity Trust		It Monthly Maintenance	RLS Computer Services	S	260.00	52.00	312.00
99	Bottle Bank	23/05/2025		Bank 1 Current	DD	Bottle bank	URM UK	S	21.60	4.32	25.92
100	Building Maintenance	23/05/2025		Unity Trust		mortice lock	Screwfix	S	11.22	2.25	13.47
117	Photocopying	23/05/2025		Unity Trust	BACS	Photocopying	Aurora	S	240.00	48.00	288.00
119	Bank charges	28/05/2025		Bank 1 Current		Bank charges	LLoyds Bank	E	8.50		8.50
129	Bank charges	31/05/2025		Unity Trust	DD	Bank charges	Unity Trust Bank	S	4.04	0.81	4.85
132	Photocopying	01/06/2025		Unity Trust	BACS	Photocopying	Aurora	S	240.00	48.00	288.00
101	Cleaning bus shelters	05/06/2025		Unity Trust	BACS	Cleaning bus shelters	Mr R Marmoy	E	165.00		165.00
107	Cleaning	05/06/2025		Unity Trust	BACS	Cleaning Services	Norwich Cleaning	S	651.04	130.21	781.25
107	Cleaning and cleaning	05/06/2025		Unity Trust	BACS	Cleaning Services	Norwich Cleaning	S	651.04	130.21	781.25
104	Electricity	05/06/2025		Unity Trust	BACS	Electricity - Morse Pavilion	British Gas	L	15.89	0.79	16.68
106	Field Maintenance Contract	05/06/2025		Unity Trust	BACS	Grounds Maintenance	Norse	S	1,605.55	321.11	1,926.66
103	Fuel	05/06/2025		Bank 1 Current	DD	Fuel	Fuel Genie	S	47.34	9.47	56.81
102	Maintenance contract	05/06/2025		Unity Trust	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
103	Fuel & machinery	05/06/2025		Bank 1 Current	DD	Fuel	Fuel Genie	S	226.57	45.32	271.89
105	Electricity (Toilets)	05/06/2025		Unity Trust	DD	Electricity - River Green	British Gas	L	155.27	7.76	163.03
107	Cleaning (Toilets)	05/06/2025		Unity Trust	BACS	Cleaning Services	Norwich Cleaning	S	651.04	130.21	781.25
114	Audit	05/06/2025		Unity Trust		Internal Audit	Dr J D Miller	Z	2,640.00		2,640.00
120	Training and H & S	05/06/2025		Unity Trust		Allotment Training	Yorkshire Local	Z	27.40		27.40
108	Electricity	05/06/2025		Unity Trust	BACS	Electricity - Morse Pavilion	British Gas	L	582.89	29.14	612.03
116	Materials, fixtures &	05/06/2025		Unity Trust		cement	Travis Perkins	S	17.70	3.54	21.24
111	Roxley Hall Loan	05/06/2025		Bank 1 Current		Loan Payment	Public Works Loan	Z	9,352.30		9,352.30
110	River Green Lights	05/06/2025		Bank 1 Current		River Green Lights	Public Works Loan	Z	1,783.14		1,783.14
115	Building Maintenance	05/06/2025		Unity Trust		Marine Plywood	Travis Perkins	S	52.00	10.40	62.40
113	Building Maintenance	05/06/2025		Unity Trust		Plumbing repairs	B & Q	S	16.67	3.33	20.00

Thorpe St Andrew Town Council

PAYMENTS LIST

11 June 2025 (2025-2026)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
112 VE Day	05/06/2025		Unity Trust		Event Entertainment	Oilly Day	Z	600.00		600.00
109 IT Support	05/06/2025		Unity Trust		IT Support - Back up	RLS Computer Services	S	33.33	6.67	40.00
125 Staff Salary	05/06/2025		Unity Trust		Salary	Staff	X	10312.91		10312.91
126 Staff Pension	05/06/2025		Unity Trust		Pensions	Norfolk Pension Fund	X	736.75		736.75
Pensions										
126 Employers Pensions	05/06/2025		Unity Trust		Pensions	Norfolk Pension Fund	X	2,947.84		2,947.84
127 Employees PAYE	05/06/2025		Unity Trust		HMRC Payments	HMRC	X	1,890.80		1,890.80
127 Employee NI	05/06/2025		Unity Trust		HMRC Payments	HMRC	X	564.23		564.23
127 Employers NI	05/06/2025		Unity Trust		HMRC Payments	HMRC	X	1,652.45		1,652.45
128 Bank charges	06/06/2025		Unity Trust		Bank charges	Unity Trust Bank	X	17.25		17.25
118 Training and H & S	08/06/2025		Unity Trust	BACS	Conference	SLCC	S	111.67	22.33	134.00
134 Bank charges	11/06/2025		Bank 1 Current	DD	Bank charges	Lloyds Bank	E	8.50		8.50
133 Telephone	11/06/2025		Bank 1 Current	DD	Mobile Telephones	Three	S	44.91	8.98	53.89
137 Telephone	11/06/2025		Bank 1 Current	Credit Card	Microsoft Teams	Microsoft	E	23.00		23.00
137 Telephone	11/06/2025		Bank 1 Current	Credit Card	Microsoft Teams	Microsoft	E	19.68		19.68
138 Telephone	11/06/2025		Bank 1 Current	Credit Card	Internet Services	Smarty	X	18.00		18.00
138 Telephone	11/06/2025		Bank 1 Current	Credit Card	Internet Services	Smarty	X	18.00		18.00
135 Subscriptions	11/06/2025		Bank 1 Current	Credit Card	Adobe Subscription	Adobe	X	19.97		19.97
139 Park maintenance	11/06/2025		Unity Trust		Bedding plants	Moat Road Nursery	S	125.00	25.00	150.00
140 Park maintenance	11/06/2025		Unity Trust		Bedding plants	John T Campion & Son	S	82.00	16.40	98.40
133 Telephone	11/06/2025		Bank 1 Current	DD	Mobile Telephones	Three	S	20.88	4.18	25.06
136 WIFI	11/06/2025		Bank 1 Current	BACS	WIFI	Virgin Media Business	S	39.00	7.80	46.80
141 Building Maintenance	11/06/2025		Unity Trust		Toilet Part	Norfolk Discount and	S	8.83	1.77	10.60
Total								39,991.68	1,288.14	41,279.82