

Minutes of the meeting held on 7<sup>th</sup> December 2015

152	<b>Present:</b>	Mr J Ward (Town Mayor)	Mr I Mackie
		Mr J Fisher	Mr P Berry
		Mr R Robson	Miss S Lawn
		Mrs T Mancini Boyle	Mr N Shaw
		Mr D Sears	Mrs J Fisher
		Mr M Pickess	Mr J Emsell
		Mr N Hancock	Mr R Wooden
			Mr F Bowe

**Apologies:** Mr L Reeves

**In attendance:** Mr T. Foreman (Town Clerk) and 5 members of the public were in attendance.

**153 Declarations of interest in items on the agenda.**

Miss S Lawn declared an interest in item 159 (ii) as the Chair of the Broadland Appeals Panel and left the meeting for the duration of this item.

**154 To confirm the minutes of the Town Council meeting held on 2<sup>nd</sup> November 2015**

The minutes of the meeting held on 2<sup>nd</sup> November 2015 were agreed and signed as a true record.

**155 Announcements (For information only)**

To receive announcements from

**(i) The Town Mayor-** the Town Mayor gave an overview of his activities on behalf of the Town during the past month. This including the opening of the Firework night event on the 5<sup>th</sup> November 2015 and opening the Christmas Light event on 6<sup>th</sup> December at River Green. The Town Mayor gave special thanks to Miss S Lawn for her role in the organisation of the events in 2015.

**(ii) The Clerk-** the Clerk provided a brief update on staffing and the activities during the previous month. This included site meetings with the Broads Authority and meeting local residents. In addition the Clerk extended his gratitude to the safer Neighbourhood Team for their tireless work during the month. Additionally special thanks was given to the Yare Ferry Co. and Whitlingham Charitable Trust who ensured that the Christmas event was very memorable.

**156 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 Mr J Ward, seconded by Mr I Mackie with all in favour.

**(i) Norfolk Constabulary-** a PCSO of the Thorpe St Andrew Safer Neighbourhood Team was present to update the Town Council on the crime statistics for November 2015. The Town Council noted the number of common assaults and criminal damage crimes. The sexual offences were queried, the types of social media and telephonic activities which were classes as sexual offences were noted.

**(ii) County and District Councillors –**For the County Council Mr I Mackie explained that the budget consultation was ongoing and that residents were actively encouraged to take part. Mr Mackie also confirmed that Hillside Primary School was having a much needed £1.6million investment in its kitchen and dining facilities.

For the County Mr J Ward gave an overview of the projects currently underway including the 'Warm and Well' campaign, Northern Distributor Road, Bridewell Museums First World War exhibition and the County Council intensive enablement service. Also Mr J Ward had attended the Thorpe St Andrew Sixth Form 'Celebrating Success' evening.

For the District Council Mr J Ward outlined his report into the activities of Broadland District Council including the Top Dog Scheme, devolution and broadband and mobile speeds across the area.

### **(iii) Members of the public**

Three members of the public spoke on agenda item 159 (ii) and outlined their support for the Tree Preservation order due to its importance in terms of the environment, history and streetscape. In addition there was some concern that they had not been formally told about the appeal of the Tree Preservation Order from the District Council.

Mr M Martins wishes the Town Council seasonal greetings and spoke on Agenda item 160. Mr Martins circulated a photo of a historic hire boat service and voiced his support for the proposal to establish a similar business on River Green due to the economic and social benefits for the area.

### **157 Finance**

(i) Payments List: Voucher numbers 699 to 815 totalling £154,487.69 were noted

(ii) Bank Reconciliation Statement was agreed and signed as a true record.

### **158 Draft Minutes of Committee Meetings.**

(i) Plans Meeting 9<sup>th</sup> November 2015 were agreed and signed as a true record

(ii) Finance & Staff 16<sup>th</sup> November 2015 were agreed and signed as a true record

(iii) Events and Media 18<sup>th</sup> November 2015 were agreed and signed as a true record

### **159 (i) Town Amenities Officer's Report-None**

**(ii) Tree Wardens Report-** Miss S Lawn left the meeting for the duration of this item. The Town Council discussed at length the report from the Tree Warden. The report outlined that there was a Tree Preservation Order appeal on the 7<sup>th</sup> January 2016 as a resident wanted to fell the tree. The oak tree is estimated to be over 200 years old and is a key feature of the Thunder Lane streetscape. On a show of hands with all in favour it was **AGREED** that a letter in support of the Tree Preservation Order be written to Broadland District Council.

### **160 Yare Ferry Co. Hire Services from River Green**

The Town Clerk gave an overview of the report submitted by Yare Ferry Co. which described the ferry activities for the 2015 season. Operating over 87 days, the ferry had some strong passenger numbers particularly in August, but poor weather hampered some of the services. It is possible that during the next season timetabling may change to better adapt to passenger numbers. The report also proposed operating a hire boat business from the quayheading at River Green. The Town Clerk explained that this activity would be good for tourism to the Town and attract visitors to the surrounding businesses. The Town Council explored the issue of car parking in the area, with the use of the Frostbites Sailing Club Carpark and land next to the Rushcutters being potential locations. Mr T Foreman further stated that as the quayheading was under lease to the Broads Authority until Spring 2017, the Authority would need to give permission for the business to use the mooring in 2016. It was **AGREED** that the Town Clerk would make representations to the Broads Authority to strongly support the proposal of the Yare Ferry Co. operating a hire boat business from River Green.

### **161 Budget 2016/16**

The report into the budget was considered by the Town Council and a presentation was given by the Town Clerk. It was explained that a 15% budget was first considered and that this was revised to 9.5% with considerable restraint. An estimated increase of 9.5%

equated to £74.33, an increase of 12p per week for a Band D property. The increase would cover asset replacement, an additional member of staff and cover the village hall loan repayments. It was further explained that the Town would remain significantly lower than the £101.77 to £129.06 per year charged by neighbouring comparator authorities. The reduction in the Broadland District Council grant was also considered, the Town Clerk explained that this would be calculated by Broadland but would not change the total precept required by the Town. The Town Council reviewed a number of budget lines and a Councillor explained that the budget reflected the ongoing needs of the Town to remain a safe and desirable place to both live and work. It was proposed by Mrs T Mancini-Boyle, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to set the precept at £373,760.00, an estimated increase of 9.5%. Miss S Lawn requested her appreciation for Mrs J Fenn who produced the budget to be reflected in the minutes.

#### **162 Website Refresh**

A presentation was given to the Town Council with images of the current website. It was explained that the site had become difficult to maintain due to formatting difficulties and a company would need to be engaged to undertake the work to rectify this. Best practice websites including Kent County Council and Gov.uk were considered which benefited from a simple and easy to navigate format. The presentation provided screenshots of a proposed website based on this best practice. The Town Council discussed this at length and asked about the cost implications of the website. The Town Clerk explained that he done the redesign in-house and therefore the cost was negligible. It was **AGREED** that the existing website be replaced with the new version presented, with reviews to be undertaken by the Events and Media Committee.

#### **163 Proposed Donation for Christmas Services**

Miss S Lawn gave a brief overview of the work of a local resident in designing and making baubles and bows for the Town Christmas Tree. The Town Clerk explained that the fireworks for the Christmas Light event were launched from the Whitlingham Country Park and the firework team were accompanied by Broads Authority Rangers on behalf of the Whitlingham Charitable Trust. Miss S Lawn stated her gratitude to the Trust and that the time, staff and consideration they had given. It was proposed by Miss S Lawn and seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to:

- Donate £25 to a charity of the residents' choice in appreciation of the baubles and bows.
- Donate £50 to the Whitlingham Charitable Trust for the time and consideration in allowing access to the Country Park on a Sunday for the Christmas Lights event.

#### **164 Community Rangers Voluntary Scheme**

The Town Clerk provided an introduction into a report proposing the creation of a Community Ranger Voluntary Scheme. The proposal came through a number of requests to assist in the added value duties of the Town Council and the need to make the most from Council resources and engage with local residents. The typical duties would include updating noticeboards, assisting with the grounds team and monitoring areas for dog fouling. These duties would not detract from any paid employees tasks and could potentially be expanded as further opportunities were identified. Mr I Mackie stated his support for a scheme of this nature for engaging residents, but would like to have the name reconsidered as it may become confused with Highway Rangers. Mr J Fisher expressed his support for the scheme. It was proposed by Mr J Fisher, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** to implement a voluntary scheme with a uniform polo-shirt and any applications to be considered by the Finance and Staff Committee.

## 166 Town Parking

### (i) Outside Schools

The Town Clerk gave an overview of the problem of car parking outside Dussindale Primary School. Residents were often getting Civil Enforcement notices as they were parking outside the permitted areas due to parents parking outside the school. In addition, the school had serious concerns about emergency service access during these periods as well as the safety of children as they leave the school. The legislative rules on parking on double yellow lines requires a car to be observed on the line for at least 5 minutes, with the County Council agreement giving additional time on lines for parents to walk children to the gates. This results in few tickets being issued to parents as the drop off period is normally less than 5 minutes and as such no enforcement takes place. The school and Norfolk Constabulary have sent numerous letters to parents regarding this to no avail. The Town Clerk concluded that this was a wicked issue and advised that as other commonly tried methods had failed the Town Council should consider applying for the road to be closed during school opening and closing times. The Town Council considered this advice, with discussions regarding the need for an ongoing resolution as well as short term impact measures. Mr T Foreman suggested that a timed 'No Entry' system could be considered, or a no waiting restriction on the road outside the school. Mr J Emsell explained that his children had attended the school and was aware of the great lengths the school had gone to in trying to solve this issue. Furthermore both Sainsbury's and the Fitzmaurice Pavilion carpark were designed for parents to park and walk their children to school and these locations should be promoted during any road closure period. It was proposed by Mr Emsell, seconded by Mrs Mancini-Boyle and on a show of hands with all in favour **RESOLVED** for the Town Clerk to apply for Vane Close to be closed between 8.25am-9.00am and 2.30pm to 3.15pm for a period of one week. All arrangements and publicity for the road closure to be arranged by the Town Clerk.

### (ii) Parking on Verges

Miss S Lawn circulated photographs to the Town Council evidencing the issue of cars parking on verges in the Yarmouth Road area. It was explained that as a result of this car parking the verges were exposed with little grass remaining and the view for traffic pulling out of side roads had become increasingly obstructed. Miss S Lawn stated that trees such as Mountain Ash could be planted on the verges to prevent this from continuing. Mr I Mackie agreed that the verges were unsightly with cars parking on them, but felt that local businesses needed parking for staff and patrons, also many residents used these spaces. Mrs J Fisher provided examples of where wooden posts on the verges had been used effectively within the Town and this option could be explored with Norfolk County Council Highways. Mr J Ward explained that it was an issue in a number of countries he had visited and there were clearly no simple answers to the issue. Mr N Shaw concurred and questioned whether paving the verges and lining out car parking spaces could be an option. It was **AGREED** that Miss S Lawn, Mr I Mackie and the Town Clerk should meet with the Norfolk County Council Highways Engineer for the area and discuss possible solutions to the problem.

## 167 Youth Café 2016

The Town Council received a letter of thanks from the Youth Café for their use of buildings in 2015. Further dates for 2016 were given to the Town Council. The letter was noted and it was **AGREED** that the agreement with the Youth Café would continue throughout 2016.

## 168 Appointment of Facilities Assistant

The Town Clerk provided a verbal update on the recruitment process. The Town Council were told that to date insufficient skilled individuals had applied for the Facilities Assistant post. Therefore due to the need for the correct skillset, the post remained vacant. The recruitment would be on an ongoing basis until a suitable candidate had been found. The Town Council noted this report.

**169 Correspondence from Norfolk County Council**

An email from the Norfolk County Council Highways was presented to the Town Council. Mr N Shaw gave an overview of the email as he had been dealing with the issue of pedestrian refuges within Thorpe St Andrew on a regular basis. Mr N Shaw explained that the pedestrian refuge had originally been planned as part of the Norwich City Council 'Push the Pedal ways' scheme, however it was cancelled due to financial pressures. The Town Council discussed the cost of the refuge, which was estimated at £25,000 to £35,000. It was accepted that there were insufficient funds for the Town Council to fund the project, however it was suggested that the Pinebanks developers be approached to fund the works. It was **AGREED** that the Town Council would make representations to the Pinebanks developer with regard to funding the St Williams Way pedestrian refuge.

**170 Civic Awards**

This item is contained within the confidential minutes under The Public Bodies (Admissions to Meetings) Act 1960)

With no further business the meeting concluded at 9.45pm

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

Town Council meeting 4<sup>th</sup> January 2016

Date of next Plans meeting 14<sup>th</sup> December 2015

Date of next Finance & Staff meeting 18<sup>th</sup> January 2016

Chairman \_\_\_\_\_

Date \_\_\_\_\_

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

<b>176 (i)</b>
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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
816 Fuel	07/12/2015		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	2.00	0.40	2.40
817 Office telephone	07/12/2015		Bank 1 Current Ac	dd	Mobile - office	O2	S	27.80	5.56	33.36
818 Telephone	07/12/2015		Bank 1 Current Ac	dd	Mobile telephones - Rec	O2	S	51.38	10.28	61.66
819 Fitz Morse Cleaning	14/12/2015		Bank 1 Current Ac	6854	Cleaning - Fitz and Morse	Anglia Business Cleanin	S	1,024.39	204.89	1,229.28
820 Events Payments/Recei	14/12/2015		Bank 1 Current Ac	6855	Ramp	Ben Burgess	S	182.50	36.50	219.00
821 Projects	14/12/2015		Bank 1 Current Ac	6856	Professional services - Rc	Hamson JPA	S	3,000.00	600.00	3,600.00
822 Cleaning bus shelters	14/12/2015		Bank 1 Current Ac	6857	Cleaning bus shelters	R Marmoy	E	90.00	0.00	90.00
823 Legal charges	14/12/2015		Bank 1 Current Ac	6858	Legal fees - Commonwea	Norfolk County Council	S	126.90	25.38	152.28
824 Receipts and payments	14/12/2015		Bank 1 Current Ac	6859	Plants	Taverham Nursery Cent	S	87.96	17.58	105.54
825 Bottle bank	14/12/2015		Bank 1 Current Ac	6860	Recycling credits	URM UK	S	3.30	0.66	3.96
826 Events Payments/Recei	14/12/2015		Bank 1 Current Ac	6861	Donation - events	Whitlingham Charitable	X	50.00	0.00	50.00
827 Mr T Foreman	15/12/2015		Bank 1 Current Ac	6862	December salary	Mr T Foreman	X	1,889.45	0.00	1,889.45
828 Fenn salary	15/12/2015		Bank 1 Current Ac	6863	December salary	Mrs Fenn	X	974.36	0.00	974.36
829 Bass - salary	15/12/2015		Bank 1 Current Ac	6864	December salary	Mrs F Bass	X	642.29	0.00	642.29
830 Sayer salary	15/12/2015		Bank 1 Current Ac	6865	December salary	Mr D Sayer	X	1,604.53	0.00	1,604.53
831 Kiddell salary	15/12/2015		Bank 1 Current Ac	6866	December salary	Mr R Kiddell	X	1,168.17	0.00	1,168.17
832 Calver salary	15/12/2015		Bank 1 Current Ac	6867	December salary	Mr J Calver	X	1,155.14	0.00	1,155.14
833 Energy charge	15/12/2015		Bank 1 Current Ac	6868	Streetlight-energy charge	Southern Electric	S	1,340.56	249.65	1,590.21
834 Stationery	15/12/2015		Bank 1 Current Ac	6869	Stationery	Mrs J Fenn - petty cash	S	6.83	1.16	7.99
835 Postage	15/12/2015		Bank 1 Current Ac	6869	Postage	Mrs J Fenn - petty cash	E	0.62	0.00	0.62
836 Events Payments/Recei	15/12/2015		Bank 1 Current Ac	6869	Raffle prizes	Mrs J Fenn - petty cash	E	25.23	0.00	25.23
837 Events Payments/Recei	15/12/2015		Bank 1 Current Ac	6869	Sweets	Mrs J Fenn - petty cash	S	11.99	2.40	14.39
838 Dussindale water charg	15/12/2015		Bank 1 Current Ac	6870	Water charges - Duss All	Anglian Water	E	134.04	0.00	134.04
839 Events Payments/Recei	15/12/2015		Bank 1 Current Ac	6871	Scaffold hire	BDC Scaffolding	S	250.00	50.00	300.00
840 Building maintenance	15/12/2015		Bank 1 Current Ac	6872	Service boiler - Morse pa	T Dukes	S	175.00	35.00	210.00
841 Grounds machinery	15/12/2015		Bank 1 Current Ac	6873	Machinery parts	Felthorpe Lawnmower S	S	90.73	18.14	108.87
842 Fenn salary	15/12/2015		Bank 1 Current Ac	6874	Fenn tax/nic	HMRC	X	85.22	0.00	85.22
843 Fenn - NIC employer	15/12/2015		Bank 1 Current Ac	6874	Fenn employers nic	HMRC	X	39.85	0.00	39.85
844 Sayer salary	15/12/2015		Bank 1 Current Ac	6874	Sayer - tax/nic	HMRC	X	367.31	0.00	367.31
845 Sayer - NIC employer	15/12/2015		Bank 1 Current Ac	6874	Sayer employers nic	HMRC	X	142.56	0.00	142.56
846 Kiddell salary	15/12/2015		Bank 1 Current Ac	6874	Kiddell tax/nic	HMRC	X	166.33	0.00	166.33
847 Kiddell - NIC employer	15/12/2015		Bank 1 Current Ac	6874	Kiddell employers nic	HMRC	X	70.57	0.00	70.57
848 Bass - salary	15/12/2015		Bank 1 Current Ac	6874	Bass tax/nic	HMRC	X	69.84	0.00	69.84
849 Bass - NIC employer	15/12/2015		Bank 1 Current Ac	6874	Bass employers nic	HMRC	X	1.61	0.00	1.61
850 Mr T Foreman	15/12/2015		Bank 1 Current Ac	6874	Foreman tax/nic	HMRC	X	549.50	0.00	549.50
851 Foreman employers nic	15/12/2015		Bank 1 Current Ac	6874	Foreman employers nic	HMRC	X	207.31	0.00	207.31

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
852	Student loan	15/12/2015		Bank 1 Current Ac	6874	Student Loan	HMRC	X	115.00	0.00	115.00
853	Calver salary	15/12/2015		Bank 1 Current Ac	6874	Calver tax/nic	HMRC	X	179.36	0.00	179.36
854	Calver -employers nic	15/12/2015		Bank 1 Current Ac	6874	Calver employers nic	HMRC	X	102.21	0.00	102.21
855	Legal charges	15/12/2015		Bank 1 Current Ac	6875	Legal fee subscription	Norfolk County Council	S	400.00	80.00	480.00
856	Soccer mark/additional	15/12/2015		Bank 1 Current Ac	6876	Pitchmarker	Norse	S	2,162.50	432.50	2,595.00
857	Events Payments/Receij	15/12/2015		Bank 1 Current Ac	6877	Christmas lighting	Pearce & Kemp	S	1,688.87	337.77	2,026.64
858	Events Payments/Receij	15/12/2015		Bank 1 Current Ac	6878	P A System	Pegasus	E	316.00	0.00	316.00
859	Events Payments/Receij	15/12/2015		Bank 1 Current Ac	6879	First aid cover	St Johns Ambulance	S	132.00	26.40	158.40
860	Events Payments/Receij	21/12/2015		Bank 1 Current Ac	6880	Fireworks	Ben Burgess	S	302.93	60.59	363.52
861	Events Payments/Receij	21/12/2015		Bank 1 Current Ac	6880	Hire platform - xmas tree	Ben Burgess	S	150.00	30.00	180.00
862	Events Payments/Receij	21/12/2015		Bank 1 Current Ac	dd	Lights/head lights Firewo	Go outdoors	S	34.67	6.93	41.60
863	Events Payments/Receij	21/12/2015		Bank 1 Current Ac	dd	Lights fireworks	Homebase	E	57.98	0.00	57.98
864	Miscellaneous	21/12/2015		Bank 1 Current Ac	dd	Flowers - A Farrow	M & S	E	30.00	0.00	30.00
865	Projects	21/12/2015		Bank 1 Current Ac	dd	Cooker and Fridge	AO Retail	E	558.99	0.00	558.99
866	Subscriptions	21/12/2015		Bank 1 Current Ac	dd	Annual fee business card	LLoyds Bank	E	32.00	0.00	32.00
867	Events Payments/Receij	21/12/2015		Bank 1 Current Ac	dd	Temp event notice refund	Broadland District Coun	E	-21.00	0.00	-21.00
868	Legal charges	21/12/2015		Bank 1 Current Ac	dd	Advert in EDP byelaws	Archant	E	372.22	0.00	372.22
869	Buildings & amenity are	21/12/2015		Bank 1 Current Ac	dd	Planning application Fitz	Broadland District Coun	E	192.50	0.00	192.50
870	Projects	21/12/2015		Bank 1 Current Ac	dd	Baby change equip - Villa	Qbic Washrooms	S	199.49	39.90	239.39
871	Electricity	21/12/2015		Bank 1 Current Ac	dd	Electricity - Fitz Pav	British Gas	S	208.82	41.76	250.58
872	Electricity	21/12/2015		Bank 1 Current Ac	dd	Electricity - Village Hall	British Gas	L	46.52	2.33	48.85
873	Electricity	21/12/2015		Bank 1 Current Ac	dd	Electricity - Morse Pav	British Gas	L	38.83	1.94	40.77
874	Electricity	21/12/2015		Bank 1 Current Ac	dd	Electricity - floods/workst	British Gas	L	82.13	4.11	86.24
875	Telephone	21/12/2015		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
876	Fuel	21/12/2015		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	44.55	8.91	53.46
877	Fenn salary	22/12/2015		Bank 1 Current Ac	dd	Fenn pension	Norfolk Pension Fund	X	61.67	0.00	61.67
878	Fenn - pension employe	22/12/2015		Bank 1 Current Ac	dd	Fenn employers pension	Norfolk Pension Fund	X	229.86	0.00	229.86
879	Sayer salary	22/12/2015		Bank 1 Current Ac	dd	Sayer pension	Norfolk Pension Fund	X	137.08	0.00	137.08
880	Sayer - pension employ	22/12/2015		Bank 1 Current Ac	dd	Sayer employers pensio	Norfolk Pension Fund	X	432.33	0.00	432.33
881	Kiddell salary	22/12/2015		Bank 1 Current Ac	dd	Kiddell pension	Norfolk Pension Fund	X	82.17	0.00	82.17
882	Kiddell - pension emplo	22/12/2015		Bank 1 Current Ac	dd	Kiddell employers pensio	Norfolk Pension Fund	X	290.42	0.00	290.42
883	Bass - salary	22/12/2015		Bank 1 Current Ac	dd	Bass pension	Norfolk Pension Fund	X	41.45	0.00	41.45
884	Bass - pension employe	22/12/2015		Bank 1 Current Ac	dd	Bass employers pension	Norfolk Pension Fund	X	154.48	0.00	154.48
885	Mr T Foreman	22/12/2015		Bank 1 Current Ac	dd	Foreman pension	Norfolk Pension Fund	X	177.55	0.00	177.55
886	Foreman - pension emp	22/12/2015		Bank 1 Current Ac	dd	Foreman TC Pension	Norfolk Pension Fund	X	559.96	0.00	559.96
887	Calver salary	22/12/2015		Bank 1 Current Ac	dd	Calver pension	Norfolk Pension Fund	X	82.17	0.00	82.17
888	Calver pension employe	22/12/2015		Bank 1 Current Ac	dd	Calver pension employer	Norfolk Pension Fund	X	290.42	0.00	290.42
889	Electricity	04/01/2016		Bank 1 Current Ac	6881	Electricity - River Green	E.on	L	37.76	1.89	39.65
890	Energy charge	04/01/2016		Bank 1 Current Ac	6882	Streetlight-energy charge	Espo	L	111.15	5.56	116.71

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
891 Subscriptions	04/01/2016		Bank 1 Current Ac	6883	Renew tc.gov	HCI Data Ltd	S	69.75	13.95	83.70
892 Training Health & Safety	04/01/2016		Bank 1 Current Ac	6884	Health and safety equip	Mainman Supplies	S	58.80	11.76	70.56
893 Training Health & Safety	04/01/2016		Bank 1 Current Ac	6884	Health and safety equip	Mainman Supplies	S	41.20	8.24	49.44
894 Cleaning materials	04/01/2016		Bank 1 Current Ac	6884	Cleaning Materials	Mainman Supplies	S	132.00	26.40	158.40
895 Tree Plantation - mowin	04/01/2016		Bank 1 Current Ac	6885	Tree plantation	Norse	S	58.33	11.67	70.00
896 Field maintenance contr	04/01/2016		Bank 1 Current Ac	6885	Field Maintenance - Rec t	Norse	S	544.86	108.97	653.83
897 Shrub bed - St Will Loke	04/01/2016		Bank 1 Current Ac	6885	St Williams Loke - prunin	Norse	S	7.17	1.43	8.60
898 Field maintenance contr	04/01/2016		Bank 1 Current Ac	6885	Field Maintenance - Duss	Norse	S	496.10	99.22	595.32
899 Commisioners Cut - picr	04/01/2016		Bank 1 Current Ac	6885	Picnic area maintenance	Norse	S	41.61	8.32	49.93
900 Mowing contracts	04/01/2016		Bank 1 Current Ac	6885	Mowing contract	Norse	S	226.77	45.35	272.12
901 Hillside maintenance	04/01/2016		Bank 1 Current Ac	6885	Hillside allotment maint	Norse	S	11.48	2.30	13.78
902 Shrub bed/tidy front	04/01/2016		Bank 1 Current Ac	6885	Village Hall grounds main	Norse	S	26.25	5.25	31.50
903 Maintenance contract	04/01/2016		Bank 1 Current Ac	6886	Street light - maintenanc	Pearce & Kemp	S	659.40	131.88	791.28
904 Events Payments/Receij	04/01/2016		Bank 1 Current Ac	6887	Donkeys	Scratby Centre donkeys	S	120.00	24.00	144.00
<b>Total</b>								<b>28,428.03</b>	<b>2,837.73</b>	<b>31,265.76</b>



OBJECTIONS as follows:

1. The green shrubbery required for shielding will take years to mature into an effective cover
2. The proposed carwash will not enhance the conservation area. The work to improve the site should have been undertaken in any instance and should not be considered as justification for a planning application.
3. There is likely to be increased amounts of noise for nearby residents. Although the carwash has been running without planning permission for some time, it is likely that if consent is given the activity would intensify leading to increased noise.
4. The proposed number of vehicles accessing the site is quoted at 60-70 per week. For the business to be viable a greater number of cars would be required, particularly with the proposed improvements to the site. If highway and environmental impacts are based upon this figure, there are real concerns that the increased number of vehicles will lead to unforeseen and unmanaged issues on a main trunk road.

If planning consent is given in the face of these objections, the Town Council requests that conditions are imposed stipulating the site improvements and drainage works are completed within two months and that effective and timely enforcement action is undertaken if the requirements of approval are not met within the required timescales.

**40. 20151846, Fitzmaurice Pavilion**

- 1. Alterations to pavilion to Create Office Space**
- 2. Erection of 2.4m High Fencing & Access Gates**

Noted

**Confidential-** Enforcement Notices noted.

**Meeting closed at 20.30**

**Thomas Foreman    Town Clerk**

**Date of next meetings**

**Town Council 4 January 2016**

**Plans meeting 11 January 2016**

**Finance & Staff 18 January 2016**

Town Council : 4<sup>th</sup> January 2016

## Roxley Hall Additional Works

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Agenda Item: 179

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### Reason for this Report

This report requests a resolution to proceed with additional works on the Roxley Hall.

### Background

The Roxley Hall refurbishment was progressed by the Town Council with significant renovation and extension of the main building. The Town Council resolved a sum of £305,000 plus specialist services, furniture and ancillary items. The project has been completed except for some minor works that can be undertaken while the hall is in use.

### Outcome

The Town Council are asked to consider the inclusion of additional works into the project now it is at a completion stage. These works include window coverings and CCTV cameras.

*Window Coverings* - Previously the Roxley Hall has some thin patterned material curtains on each window. These were drab, dirty and prone to falling. As with the Fitzmaurice Pavilion curtains, the cost to clean and maintain these curtains is cost prohibitive. It is requested that the Town Council resolve to install window film, similar to that at the Fitzmaurice Pavilion. This film will have a lifespan of up to 15-20 years and will provide UV and light protection to hall users. It is only selected windows which will require the film. The estimated cost is to be £400 +VAT.

*CCTV installation* - The installation of CCTV cameras for remote monitoring of the Roxley Hall is requested due to the location of the site and significant investment in its refurbishment. The cameras will enable the remote monitoring of the site and ensure that the usage of the Roxley Hall is monitored. This will include 5 'Dome Cameras', located in the entrance lobby, main hall, front entrance approach, side approach and rear car park/entrance. This will provide complete site coverage. The cost of the installation is estimated to be £1,100 + VAT.

### Outcome

The Town Council is asked to authorise the following:

- Window film to be installed at a cost not to exceed £400+VAT
- CCTV system to be installed at the Roxley Hall at a cost not to exceed £1,100 + VAT

### 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 some financial implications arising from this report.

# Thorpe St Andrew Town Council



**Town Council : 4<sup>th</sup> January 2016**

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## **Road Naming (Former Norwich Camping Centre)**

**Agenda Item: 180**

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### **Reason for this Report**

The view of the Town Council has been requested by the contractor for the naming of the road for the new build development. The site is the former Norwich Camping Centre, South Hill Road, Thorpe St Andrew.

### **Background**

Broadland District Council is empowered to name streets within the area, however the view of the Town Council is sought by the developer as part of this process.

Broadland District Council have the following policy and options with regard to street naming:

- Names of living persons may not be used, except in rare special circumstances, nor may the name of a developing firm be used.
- Names of landscape features demolished by development or names of historic persons, events or places are desirable, as are names selected from themes which will reflect and enhance the character of an area.
- Names should not be readily confused with street names already in use in the area.

The proposed names are duly checked with the Royal Mail Address Development Team to prevent confusion.

### **Result**

The Town Council are asked to suggest possible names for the road with due consideration to the aforementioned policies and options.

### **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 no financial implications arising from this report.

# Thorpe St Andrew Town Council



Town Council : 4<sup>th</sup> January 2016

## Norfolk Wildlife Trust Health and Safety

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**Agenda Item: 181**

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### **Reason for this Report**

Following the tragic drownings at Thorpe Marshes in 2015, the Town Council are asked to provide feedback on proposed Health and Safety improvements.

### **Background**

The Town Council have played a role in the development of the Thorpe Marshes area following the cessation of gravel extraction. The site is managed in its entirety by the Norfolk Wildlife Trust (NWT).

Following the tragic drownings in 2015, the NWT have engaged with the Health and Safety Executive.

### **Result**

The NWT have indicated the need to prevent easy access to the water's edge at the gravel spit site. In lieu of fencing, it is proposed to link up the perimeter dyke to spoke people being able to get onto the spit and also to remove some of the material from the spit so that it is no longer an attractive area for people to try and swim from.

It is the NWTs submission that 'doing nothing' is not an option due to the accident that occurred and that although the area is not inherently unsafe, it is foreseeable for an accident to occur. Therefore control measures to prevent swimming are therefore provided.

### **Advice**

The view of the Town Council is requested by the NWT. As the area is not under Town Council jurisdiction, no further advice than that of NWT is offered for this item.

### **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 no financial implications arising from this report.

Mr Ford  
Parish Clerk to Thorpe St Andrew Town Council  
Dussindale Centre  
Pound Lane  
Thorpe St Andrew  
Norwich  
NR7 0SR

30 November 2015

Our Ref: HM/PS/15/102

Dear Mr Ford

I am writing to ask Thorpe St Andrew Town Council to help us provide companionship, advice and support for older people in Norfolk who are lonely and isolated.

Like many charities at the moment, we are finding that the demand for our services is increasing and this can be evidenced by the number of calls to our Advice Line; 9,827 in 2014-2015, which is an increase of over 20% on the previous year.

The Befriending Service and the Advice Line Service are free at the point of delivery and they are our funding priorities for the forthcoming year. We are only able to continue to deliver these services thanks to donations from our generous supporters and donors. We know how valued these services are from the feedback we receive from the people who use the services:

- *"My volunteer is a life saver..... He never fails to make me laugh."*
- *"I am really very happy with my calls and only wish they could be more than once a week."*
- *"I received excellent advice and guidance. I hope the service continues to help others in a similar situation."*

Age UK Norfolk is an independent, countywide charity working with older people throughout Norfolk and all the funds we receive from Thorpe St Andrew Town Council will go directly to support Norfolk residents.

I realise that you have many calls on limited funds, but do hope that you will feel able to join with us in making a difference to the lives of older people in your community by making a donation.

Best wishes.

Yours sincerely



HILARY MACDONALD  
Chief Executive  
T 01603 785 201  
E [hilary.macdonald@ageuknorfolk.org.uk](mailto:hilary.macdonald@ageuknorfolk.org.uk)

**Age UK Norfolk**  
300 St Faith's Road  
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t 01603 787 111  
f 01603 301 371  
e [info@ageuknorfolk.org.uk](mailto:info@ageuknorfolk.org.uk)  
[www.ageuknorfolk.org.uk](http://www.ageuknorfolk.org.uk)



## Age UK Norfolk key facts - 2014/15

### Our free services

**9,827**

Calls to our advice line



**201**

Older people received telephone befriending

**847**

People helped with a Disability, Carers or Attendance Allowance claim

**516**

Older people helped with Money Matters, our financial advocacy service



**114**

Older people and their carers supported by Pabulum dementia services

**£4,233,364**

The amount of money we have put into older people's pockets through our benefits outreach service.

### Housing & care options

**549**

People received advice

**212**

People received in depth case work

### Lasting powers of Attorney

**222**

People helped to complete property, finance, health and welfare LPA



# Thorpe St Andrew Town Council



**Town Council : 4<sup>th</sup> January 2016**

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## **Town Council Seal**

**Agenda Item: 183**

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### **Reason for this Report**

The Town Council is asked to consider the introduction of a Town Council seal.

### **Background**

Local Authority seals are considered the signature of the Council, demonstrating the Council's approval or agreement of a documents contents. Broadly in law, the Town Council is not required to hold a seal and it is often adopted by a Town Council for use on lease agreements and certificates. The seal can only be used following a resolution of a decision at a full Council meeting and will be used in the presence of the Clerk and two councillors.

The only time the Town Council must seal a document, is through a deed between the Local Authority and a private individual. With the agreement to the land transfer at Commonwealth Way, the Town Council is asked to approve its introduction. The requirements for sealing a documents are already contained within the Standing Orders.

The cost of a simple seal machine will be £60 + delivery costs.

### **Advice**

The Town Council is asked to approve the purchase of a Town Council seal and approve its use for the Commonwealth Way land transfer.

### **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 no significant financial implications arising from this report.