

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> |
|----------------|

| 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 - mowing   | 04/01/2016 |        | Bank 1 Current Ac | 6885      | Tree plantation           | Norse                  | S        | 58.33            | 11.67           | 70.00            |
| 896 Field maintenance contract | 04/01/2016 |        | Bank 1 Current Ac | 6885      | Field Maintenance - Rect  | 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 contract | 04/01/2016 |        | Bank 1 Current Ac | 6885      | Field Maintenance - Duss  | Norse                  | S        | 496.10           | 99.22           | 595.32           |
| 899 Commissioners Cut - picnic | 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/Receipts   | 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> |





**BA/2015/0372/CU      Norfolk Garden supplies      Part Change of Use to Car  
54B Yarmouth Road      Wash Facility**

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.

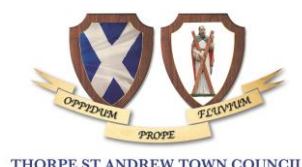
### **Legal Implications**

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  
Old Cotton, Norwich  
Norfolk NR6 7BJ  
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.