

13th September 2015

124 (11)

Report from Councillor John Ward

Broadland District Council

All members have now been issued with Apple I-Pads which helps the Council's efficiency agenda by reducing the costs associated with print, production and postage of Council papers.

A successful launch event was held at The Forum for "Apprenticeships for Broadland" which, together with partners, offers apprenticeships in Business Administration, Customer Service, Team Leading, Retail, Warehousing, Equestrian, Hairdressing, Dentistry, Health & Social Care and Construction.

500 free smoke alarms, supplied by the Government, are available to residential landlords in Broadland and can be claimed at Thorpe Lodge. (Landlords of houses in multiple occupancy cannot apply).

Norfolk County Council

This year's Norfolk Takeover Day is on Friday 20th November; this is when young people get the chance to work with adults for the day, at places such as the EDP, NPS, Norse, County Hall, Police & Crime Commissioners office and Chloe Smith's office. Local businesses in Sprowston and Thorpe St. Andrew are also expected to take part.

The £2.5m changes to Norwich City Centre involving Farmers Ave, Golden Ball St., All Saints Green, Westlegate, St Stephens Plain and Red Lion St. were out for consultation this summer and are on course for work to start early next year.

Sprowston Infants School Ofsted Inspection Report 9-10 July has just been published. The overall rating is GOOD with Good in all categories (The previous report was also GOOD)

125
15

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
516 Fuel	07/09/2015		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	76.27	15.25	91.52
517 Office telephone	07/09/2015		Bank 1 Current Ac	dd	Telephone - Office	O2	S	27.80	5.56	33.36
518 Telephone	07/09/2015		Bank 1 Current Ac	dd	Telephone - Morse Pavilio	O2	S	51.38	10.28	61.66
519 Rent and deposit	08/09/2015		Bank 1 Current Ac	6744	Allotment deposit refund	Mrs Birkett	E	25.00	0.00	25.00
520 Projects	08/09/2015		Bank 1 Current Ac	6745	Feasibility study - parks	Hamson JPA	S	4,459.00	891.80	5,350.80
521 Rent and deposit	08/09/2015		Bank 1 Current Ac	6746	Allotment deposit refund	Mr Holden	E	25.00	0.00	25.00
522 Training Health & Safety	08/09/2015		Bank 1 Current Ac	6747	Boots/jacket	Mainman Supplies	S	26.00	5.20	31.20
523 Cleaning bus shelters	08/09/2015		Bank 1 Current Ac	6748	Cleaning bus shelters	R Marmoy	E	90.00	0.00	90.00
524 Rent and deposit	08/09/2015		Bank 1 Current Ac	6749	Allotment deposit refund	Mrs Newman	E	25.00	0.00	25.00
525 Tree Plantation - mowin	08/09/2015		Bank 1 Current Ac	6750	Tree plantation	Norse	S	58.33	11.67	70.00
526 Field maintenance contri	08/09/2015		Bank 1 Current Ac	6750	Field Maintenance - Rec G	Norse	S	544.86	108.97	653.83
527 Shrub bed - St Will Loke	08/09/2015		Bank 1 Current Ac	6750	St Williams Loke - pruning	Norse	S	7.17	1.43	8.60
528 Field maintenance contri	08/09/2015		Bank 1 Current Ac	6750	Field Maintenance - Duss	Norse	S	496.10	99.22	595.32
529 Commisioners Cut - picr	08/09/2015		Bank 1 Current Ac	6750	Picnic area maintenance	Norse	S	41.61	8.32	49.93
530 Mowing contracts	08/09/2015		Bank 1 Current Ac	6750	Mowing contract	Norse	S	226.77	45.35	272.12
531 Hillside maintenance	08/09/2015		Bank 1 Current Ac	6750	Hillside allotment maint	Norse	S	11.48	2.30	13.78
532 Shrub bed/tidy front	08/09/2015		Bank 1 Current Ac	6750	Village Hall grounds main	Norse	S	26.25	5.25	31.50
533 Verge cutting	08/09/2015		Bank 1 Current Ac	6750	Verge cutting	Norse	S	1,809.89	361.98	2,171.87
534 Sanitary disposal	08/09/2015		Bank 1 Current Ac	6751	Sanitary bins	PHS Group	S	41.50	8.30	49.80
535 Sanitary disposal	08/09/2015		Bank 1 Current Ac	6751	Sanitary bins	PHS Group	S	41.50	8.30	49.80
536 Sanitary disposal	08/09/2015		Bank 1 Current Ac	6751	Sanitary bins	PHS Group	S	41.50	8.30	49.80
537 Bottle bank	08/09/2015		Bank 1 Current Ac	6752	Recycling glass payment	URM UK	S	21.96	4.39	26.35
538 Photocopier Lease	14/09/2015		Bank 1 Current Ac	dd	Photocopying	First Copy	S	130.25	26.05	156.30
539 Postage	21/09/2015		Bank 1 Current Ac	dd	Postage	LLoyds Bank - business c	E	477.00	0.00	477.00
540 Stationery	21/09/2015		Bank 1 Current Ac	dd	Stationery	LLoyds Bank - business c	S	35.00	7.00	42.00
541 Projects	21/09/2015		Bank 1 Current Ac	dd	Village Hall works - Opus	LLoyds Bank - business c	E	279.81	0.00	279.81
542 Fuel	21/09/2015		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	3.00	0.60	3.60
543 Telephone	21/09/2015		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
544 Water rates	22/09/2015		Bank 1 Current Ac	6753	Water charges - Morse	Anglian Water	E	122.34	0.00	122.34
545 Water rates	22/09/2015		Bank 1 Current Ac	6753	Water charges - Recreatic	Anglian Water	E	47.72	0.00	47.72
546 Projects	22/09/2015		Bank 1 Current Ac	6754	Plans /building regs Fitz F	Great Yarmouth BC	S	150.00	30.00	180.00
547 Play equipment mainten	22/09/2015		Bank 1 Current Ac	6755	Swing parts	Kompan	S	157.80	31.56	189.36
548 Legal charges	22/09/2015		Bank 1 Current Ac	6756	Legal fees - River Green	Norfolk County Council	S	30.00	6.00	36.00
549 Dussindale water charge	22/09/2015		Bank 1 Current Ac	6757	Water charges - Duss Allc	Anglian Water	E	48.46	0.00	48.46
550 Water rates	22/09/2015		Bank 1 Current Ac	6757	Water charges - Fitz Pav	Anglian Water	E	403.42	0.00	403.42
551 Dussindale maintenance	22/09/2015		Bank 1 Current Ac	6758	Wasp nest	Burrell Pest control	E	27.50	0.00	27.50

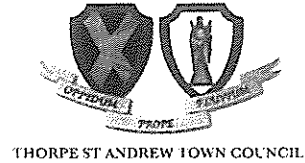
Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
552	Hillside maintenance	22/09/2015		Bank 1 Current Ac	6758	Wasp nest	Burrell Pest control	E	27.50	0.00	27.50
553	Events Payments/Receip	22/09/2015		Bank 1 Current Ac	6759	Flyers for sumer event	Colour Print	E	158.00	0.00	158.00
554	Electricity	28/09/2015		Bank 1 Current Ac	6770	Electricity - River Green	E.on	L	30.46	1.52	31.98
555	Projects	22/09/2015		Bank 1 Current Ac	6760	Tennis court fence	G & G Fencing	S	840.00	168.00	1,008.00
556	Energy charge	22/09/2015		Bank 1 Current Ac	6761	Streetlight-energy charge	Southern Electric	S	1,406.85	261.91	1,668.76
557	Park maintenance	22/09/2015		Bank 1 Current Ac	6762	Mortar/ tape	Trade UK	S	52.15	10.41	62.56
558	Mr T Foreman	22/09/2015		Bank 1 Current Ac	6763	September salary	Mr T Foreman	X	1,889.45	0.00	1,889.45
559	Fenn salary	22/09/2015		Bank 1 Current Ac	6764	September salary	Mrs Fenn	X	974.56	0.00	974.56
560	Bass - salary	22/09/2015		Bank 1 Current Ac	6765	September salary	Mrs F Bass	X	642.09	0.00	642.09
561	Sayer salary	22/09/2015		Bank 1 Current Ac	6766	September salary	Mr D Sayer	X	1,604.53	0.00	1,604.53
562	Kiddell salary	22/09/2015		Bank 1 Current Ac	6767	September salary	Mr R Kiddell	X	1,167.97	0.00	1,167.97
563	Mrs A Farrow	22/09/2015		Bank 1 Current Ac	6768	September salary	Mrs A Farrow	X	258.30	0.00	258.30
564	S137 payments and don	22/09/2015		Bank 1 Current Ac	6769	Donation	Norfolk SEN Network	X	50.00	0.00	50.00
565	Wheeled/litter/dog bins	28/09/2015		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	43.44	8.69	52.13
566	Wheeled/litter/dog bins	28/09/2015		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	43.44	8.69	52.13
567	Vehicle lease	28/09/2015		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
568	Bank charges	28/09/2015		Bank 1 Current Ac	dd	Bank charges	Lloyds Bank	X	38.65	0.00	38.65
569	Office telephone	28/09/2015		Bank 1 Current Ac	dd	Telephone - Office	Talk Talk	S	25.00	5.00	30.00
570	Telephone	28/09/2015		Bank 1 Current Ac	dd	Telephone - Morse Pavilio	Talk Talk	S	25.00	5.00	30.00
571	Telephone	28/09/2015		Bank 1 Current Ac	dd	Telephone - Fitz Pavilion	Talk Talk	S	19.33	3.87	23.20
572	Hillside water charges	05/10/2015		Bank 1 Current Ac	6771	Water charges - Hillside A	Anglian Water	E	56.67	0.00	56.67
573	Feed in Tariff	05/10/2015		Bank 1 Current Ac	6772	Feed in tariff	Broadland District Council	L	430.68	11.59	442.27
574	Rent and deposit	05/10/2015		Bank 1 Current Ac	6773	Allotment refund	Mrs Cherry	E	25.00	0.00	25.00
575	Projects	05/10/2015		Bank 1 Current Ac	6774	Gate in fence to hard play	G & G Fencing	S	1,705.05	341.01	2,046.06
576	Projects	05/10/2015		Bank 1 Current Ac	6775	Village Hall works	G W Gooch	S	28,588.90	5,717.78	34,306.68
577	Fenn salary	05/10/2015		Bank 1 Current Ac	6776	Fenn tax/nic	HMRC	X	85.02	0.00	85.02
578	Fenn - NIC employer	05/10/2015		Bank 1 Current Ac	6776	Fenn employers nic	HMRC	X	39.85	0.00	39.85
579	Sayer salary	05/10/2015		Bank 1 Current Ac	6776	Sayer - tax/nic	HMRC	X	367.31	0.00	367.31
580	Sayer - NIC employer	05/10/2015		Bank 1 Current Ac	6776	Sayer employers nic	HMRC	X	142.56	0.00	142.56
581	Kiddell salary	05/10/2015		Bank 1 Current Ac	6776	Kiddell tax/nic	HMRC	X	166.53	0.00	166.53
582	Kiddell - NIC employer	05/10/2015		Bank 1 Current Ac	6776	Kiddell employers nic	HMRC	X	70.57	0.00	70.57
583	Bass - salary	05/10/2015		Bank 1 Current Ac	6776	Bass tax/nic	HMRC	X	70.04	0.00	70.04
584	Bass - NIC employer	05/10/2015		Bank 1 Current Ac	6776	Bass employers nic	HMRC	X	1.61	0.00	1.61
585	Mr T Foreman	05/10/2015		Bank 1 Current Ac	6776	Foreman tax/nic	HMRC	X	549.50	0.00	549.50
586	Foreman employers nic	05/10/2015		Bank 1 Current Ac	6776	Foreman employers nic	HMRC	X	207.31	0.00	207.31
587	Student loan	05/10/2015		Bank 1 Current Ac	6776	Student Loan	HMRC	X	115.00	0.00	115.00
588	SSP	05/10/2015		Bank 1 Current Ac	6776	SSP	HMRC	X	-318.42	0.00	-318.42
589	Projects	05/10/2015		Bank 1 Current Ac	6777	Tree work - Dussindale	Mr D Moore	E	2,450.00	0.00	2,450.00
590	Tree Plantation - mowin	05/10/2015		Bank 1 Current Ac	6778	Tree plantation	Norse	S	58.33	11.67	70.00

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
591	05/10/2015		Bank 1 Current Ac	6778	Field Maintenance - Rec G	Norse	S	544.86	108.97	653.83
592	05/10/2015		Bank 1 Current Ac	6778	St Williams Loke - pruning	Norse	S	7.17	1.43	8.60
593	05/10/2015		Bank 1 Current Ac	6778	Picnic area maintenance	Norse	S	41.61	8.32	49.93
594	05/10/2015		Bank 1 Current Ac	6778	Field Maintenance - Duss	Norse	S	496.10	99.22	595.32
595	05/10/2015		Bank 1 Current Ac	6778	Mowing contract	Norse	S	226.77	45.35	272.12
596	05/10/2015		Bank 1 Current Ac	6778	Hillside allotment maint	Norse	S	11.48	2.30	13.78
597	05/10/2015		Bank 1 Current Ac	6778	Village Hall grounds main	Norse	S	26.25	5.25	31.50
598	05/10/2015		Bank 1 Current Ac	6778	Verge cutting	Norse	S	1,809.89	361.98	2,171.87
599	05/10/2015		Bank 1 Current Ac	6779	Advert in Parish Life	Thorpe St Andrew PCC	E	148.31	0.00	148.31
600	05/10/2015		Bank 1 Current Ac	6780	Street light - maintenance	Pearce & Kemp	S	659.40	131.88	791.28
601	05/10/2015		Bank 1 Current Ac	6781	Cleaning - Fitz and Morse	Town and Country Clear	E	1,315.00	0.00	1,315.00
Total								59,763.22	9,079.22	68,842.44



TOWN COUNCIL : 5th October 2015

Report on Relocation of the Town Council Office

Agenda Item: 128

Reason for this Report

This report has been written to inform the Town Council on the proposals for the Town Council Office relocation.

Background

The Town Council has approved the exploration of cost for the Town Council office to be moved to the Fitzmaurice Pavilion.

Result

A plan and cost schedule has been produced by the building surveyor to allow for quotes to be collected (Attached). Further items will be considered including CCTV, external maintenance and improvement and associated works.

Advice

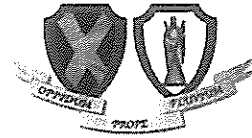
The Town Council is asked to look at the plan and cost schedule. It is requested that permission is given for signage and fencing to the front of the building to be included in any planning application. The Town Council is asked to give permission for quotes and a planning application to be submitted in due course.

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.



TOWN COUNCIL : 5th October 2015

Report on the Ferry to Whitlingham

Agenda Item: 129

Reason for this Report

This report provides an information update on the funding given to the Thorpe Ferry Company for the ferry to Whitlingham project.

Background

At the Finance and Staff Committee Meeting of October 2015 it was resolved to donate £5,000 under s.137 of the LGA 1972 to the Thorpe Ferry Company for the ferry to Whitlingham on the surety that the ferry would be operational from April 2015. To date, the Ferry has not been operational. The reasons given for this were delays on opening a right of way through neighbouring property. However due to the lack of consistency in discussions, lack of communication and failure to return the grant when requested, the Finance and Staff Committee resolved to file papers with the civil court to retrieve these funds.

Result

Legal action is currently being pursued against the Thorpe Ferry Company.

Advice

There is no advice with this item.

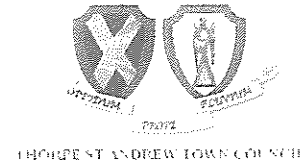
Legal Implications

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 direct financial implications arising from this report.

Thorpe St Andrew Town Council



TOWN COUNCIL : 5th October 2015

Report on Proposed Location for Bus Shelter

Agenda Item: 130

Reason for this Report

This report has been written to suggest a possible location for a new bus shelter.

Background

Following representations from a number of workers on the St Andrew Business Park, a request has been received for a bus shelter. Currently there is a bus shelter on one side of the road, but on the other it remains unprotected. The bus shelter, it is suggested, would give a barrier to the elements and to the busy road.

Result

The Town Council is asked to consider whether to install a new bus shelter at this location.

Advice

The Council are asked to decide whether this would be a regularly used bus shelter by the rate payers of Thorpe St Andrew. If not, there is scope to undertake maintenance on the bus shelter, but request the companies based on the Business Park contribute to the initial cost of the bus shelter. Current costs for the purchasing and installation of a new bus shelter is £3,500 to £4,500. It should also be noted that the Town Council installed three bus shelters in the previous financial year, so significant funds have already been attributed to this provision.

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 financial implications arising from this report.



TOWN COUNCIL : 5th October 2015

Report on Proposed Changes to Fitzmaurice Pavilion

Agenda Item: 131

Reason for this Report

This report has been written to inform the Town Council on proposals made by the Thorpe Pavilion Nursery

Background

Following a meeting with the new manager of the Thorpe Pavilion Nursery, a number of suggestions have been put forward to change the layout and appearance of the Fitzmaurice Pavilion.

Result

There have been two key proposals from the Thorpe Pavilion Nursery:

1. A permanently mounted advertising sign to the front of the building, on the right hand side of the main shutters. Currently a banner is mounted to the railings outside the main door with the details of the Pavilion. The Nursery feel that this is a reasonable request as they hire the hall for 35 hours per week. The proposed location is Appendix A and the current banner is Appendix B.
2. Remove the Town council tables and chairs from the storage cupboard and turn the cupboard into a children's toilet. The Nursery manager expressed concern with the current toilets and sinks, with staff not always being available to monitor the children. The toilets would act as a Nursery storage cupboard after hours. The toilets would be available for children at events and other users, if notice were given to the Nursery in advance. This would be paid for by the Pavilion Nursery through grant funding.

Advice

The advice for this item is offered with reference to each request:

1. The Town Council may decide that a permanent Nursery sign is a reasonable request and planning permission may need to be sought. With the Town Council office move, it could be argued that this sign may be confusing, with the nursery hall also being the location of the Town Council meetings. In addition, if fencing is installed at the front of the building it may block the signage and limit its impact. It could be suggested that a new banner is ordered and that this is displayed on the railings or fencing while the Nursery is using the building-as is current practice.
2. The current facilities have lowered sinks for use by children and have been used with no incident to date. The main hall is not large, so storage of tables and chairs would further limit the space. The Town Council are reminded that the proposed space for the toilet is next to what will be the main Town Council chamber.

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.

Appendix A



Appendix B

