



## THORPE ST ANDREW TOWN COUNCIL

### TOWN COUNCIL MEETING

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

Tel/Fax: (01603) 701048

Email: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)

27/10/21

#### Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Roxley Hall on 1<sup>st</sup> November 2021 at 7.30pm for the purpose of transacting the following business.

*Thomas Foreman*

Thomas Foreman Clerk to the Council

#### AGENDA

- 1 **Attendance book and apologies for absence.**
- 2 **Declarations of interest in items on the agenda.**
- 3 **To confirm the minutes of the Town Council meeting held on 6<sup>th</sup> September 2021**
- 4 **Announcements (For information only)**  
To receive announcements from
  - (i) The Town Mayor
  - (ii) The Clerk
- 5 **Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting on items being considered during the meeting (limited to 3 minutes each).**
  - (i) Norfolk Constabulary
  - (ii) County and District Councillors  
Report from Councillor John Ward
  - (iii) Members of the public
- 6 **Finance**
  - (i) Payment List – Voucher numbers 634 - 726 totalling £37,922.30
- 7 **Draft Minutes of Committee Meetings**
  - (i) Events and Media Committee held 27<sup>th</sup> September 2021
  - (ii) Planning and Environment Committee held 11<sup>th</sup> October 2021
  - (iii) Finance and Staff Committee held 25<sup>th</sup> October 2021
- 8 **Dogs on Leads on Public Parks – Verbal Report**
- 9 **Update on Events – Verbal Report**
- 10 **Motion under the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussions regarding personal matters where publicity might be prejudicial to the special nature of the business**
- 11 **Staffing and Recruitment – Report to Follow**

Future Agenda Items. (Not for discussion)

Town Clerk - Dr Thomas Foreman

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

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VAT No. 107 2921 90

**Thorpe St Andrew Town Council**  
**Minutes of the Virtual Town Council meeting**  
**held on 6<sup>th</sup> September 2021 at 7:30pm**

- 1 PRESENT:**
- |                                  |                     |
|----------------------------------|---------------------|
| Miss S Lawn (Town Mayor)         | Mrs T Mancini Boyle |
| Mrs J Fisher (Deputy Town Mayor) | Mr S Snelling       |
| Mr J Emsell                      | Mr J Fisher         |
| Mr J Ward                        | Mr M Lake           |
| Mr F Bowe                        | Mr P Berry          |
| Mr L Reeves                      |                     |

**APOLOGIES:**, Mr T Fordham, Mr J Boast, Mr N Shaw

**IN ATTENDANCE:** Dr T. Foreman (Town Clerk) and seven members of the public.

- 2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**  
Miss S Lawn, Mr J Fisher, Mrs T Mancini-Boyle, Mr J Ward, and Mr J Emsell declared a non-pecuniary interest in the item related to **Broadland & South Norfolk Accommodation Review** as District Councillors for Broadland.
- 3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 2<sup>nd</sup> AUGUST 2021**  
The minutes of the meeting held on 2<sup>nd</sup> August 2021 were agreed and signed as a true record.
- 4 ANNOUNCEMENTS (FOR INFORMATION ONLY)**
- (i) Town Mayor**  
Miss S Lawn provided an overview of her activities over the previous 4 weeks, this included the family fun day at the Sir George Morse park which was well attended and very positive feedback had been received.
- (ii) Town Clerk**  
None
- 5 PUBLIC PARTICIPATION –TO CONSIDER A MOTION TO SUSPEND THE MEETING TO ALLOW MEMBERS OF THE PUBLIC THE OPPORTUNITY TO ADDRESS THE MEETING LIMITED TO 3 MINS EACH**
- (i) Norfolk Constabulary – Noted  
(ii) County and District Councillors  
Dr T Foreman read an update from Mr I Mackie. Miss S Lawn provided an update as District Councillor, as did Mrs T Mancini-Boyle.  
Report of Mr J Ward was noted.
- (iii) Members of the public –Miss S Lawn reminded members of the public it is Council rules that matters raised should relate to matters on the agenda.  
Two members of the public raised strong objections to the licensing application for the Merchants of Spice.  
Three members of the public spoke with concerns regarding the Planning and Environment minutes.

One member of the public asked about dogs on leads on parks – but was told this could not be discussed as it was not on the agenda, however it was confirmed it would appear on a future agenda.

**6 FINANCE**

- (i) Payments List: Voucher number 475 to 540 were noted.
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

**7 DRAFT MINUTES OF COMMITTEE MEETINGS**

- (i) Plans Committee held 9<sup>th</sup> August 2021 – Noted

**8 Resignation of Mr I Mackie/Update on Town Councillor Vacancy**

Dr T Foreman updated the Town Council on the resignation of Mr I Mackie from the Town Council. Miss S Lawn and Mr J Fisher gave tribute to Mr I Mackie and his time with the Town Council, including as Town Mayor. It was confirmed that the date for a by-election, if called, would likely be 21<sup>st</sup> October 2021. The Town Council **NOTED** this report.

**9 Goodwill Ambassador to Saint Andrews, NB**

Miss S Lawn explained the resignation of Mr I Mackie meant the Town Council role of Goodwill Ambassador to Saint Andrews, NB became vacant. There was some discussion relating to the post, with the Council keen to maintain the strong relationship with the community of Saint Andrews. It was proposed by Mrs J Fisher, seconded by Mr S Snelling, and on a show of hands with all in favour **RESOLVED** that the responsibilities of the Town Mayor shall include the ambassadorial role to give appropriate civic importance to the role.

**10 Broadland & South Norfolk Accommodation Review**

Dr T Foreman provided a brief overview of the proposal by Broadland and South Norfolk District Councils to move to a shared space. The Council **NOTED** this report.

**11 Streetlighting Inspections**

A report was received by the Town Council which related to the statutory inspections of streetlights in the town. Having considered the quotations, it was proposed by Mr P Berry, seconded by Mr S Snelling and on a show of hands with all in favour **RESOLVED** to appoint Contractor C at a cost of £5.95 per column.

**12 Licensing - The Merchants of Spice II**

Dr T Foreman provided an overview of the licensing application for the Merchants of Spice II. There was significant discussion by members regarding the application and hours of operation. It was proposed Mr J Fisher, seconded by Miss S Lawn, and on a show of hands with 7 in favour and 4 against **RESOLVED** to support the application, but request that the hours of the garden being accessible to the public be reduced to 10pm in line with the hours of alcohol service. Councillors were mindful of the impact on local residents and sought to prevent public nuisance from people outside where voices will carry and be more noticeable beyond 10pm.

**13 Corporate Plan Draft**

Dr T Foreman provided an overview of the draft Corporate Plan which outlines the priorities of the Town Council in the coming years. There was significant support for the document and the aims and objectives stated within. It was proposed by Miss S Lawn, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** to include further priorities relating to business and the armed forces covenant and return to a future Town Council meeting for approval.

**14 Staffing Appointment**

Mrs J Fisher gave a verbal update on the successful recruitment of Mr E Baker as an Estates Officer and Mrs A Bishop as Community Officer.

**15 Deputy Clerk and Responsible Financial Officer - Verbal report**

Dr T Foreman explained that Mrs J Fenn was due to retire at the end of September 2021 and that an official leaving presentation would take place at the September 2021 Finance and Staff Committee.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

26<sup>th</sup> September 2021

## **Report from Councillor John Ward**

### **Broadland District Council**

The new re-cycling centre near Norwich airport is now open 9am-5pm (4pm winter), seven days a week.

As Broadland's representative on the Norfolk Arts Forum Executive I attended a meeting on 23.9.21 where we heard of many projects, the most interesting to me being the Norfolk Art Trail where 5 artists will be selected to each produce a large of art, with a budget of £60k each at various locations around Norfolk.

Also on 23.9.221, As Town Mayor of Sprowston, I attended the ribbon-cutting at the new 'Woodland Heath' Barratt/Wilson development on Salhouse Road.

### **Norfolk County Council**

Norfolk is accelerating its programme for the roll-out of more electric charging points across Norfolk in order to meet its target of Net Zero by 2030. There are currently 44 charging points in Norwich and 198 across Norfolk.

A £70k crowd Funding Scheme to support Environmental Community Projects is set to be launched by the County Council. It would enable communities to bid for up to £15k which would need to be match funded to enable their project to go ahead

Norfolk Museum Service has just engaged its latest batch of 3 trainees (from a pool of 200 applicants). They will complete a six month intensive programme at some of our 10 museums.



17<sup>th</sup> October 2021

## **Report from Councillor John Ward**

### **Broadland District Council**

On 15<sup>th</sup> October I attended the Community at Heart Awards where I presented a Special recognition Award for Accessible Design to The Nest. There were a number of other awards including a Community Hero Award which went to Lorraine Curston of Dawn's New Horizon.

Council has agreed that the Greater Norwich Local Plan is sound and should be submitted to the Secretary of state subject to reaching an agreement with Natural England on the mitigation necessary to protect sites under the Habitat Regulations.

Council also agreed to identify and bring forward sufficient Gypsy and Traveller sites to meet identified needs.

The Capital Budget for Refuse Services has been increased from £3m to £5.7m.

### **Norfolk County Council**

Food vouchers (worth £15 per child per week) will be provided for half term week for children receiving free school meals.

There are three new exhibitions opening at Norfolk's Museums this month:-  
The Wonderful World of Ladybird Books, at Time & Tide  
Textile Treasures, at Norwich Castle  
Gardens: Sowing Seeds, Growing Stories, at Lynn Museum

The Harford Park & Ride service now stops at County Hall and staff can buy tickets in advance at £1 per journey.

There are various free half-term activities available for children up to 11yrs, such as painting and bedtime stories. Details at

[www.norfolk.gov.uk/halftermactivities](http://www.norfolk.gov.uk/halftermactivities)

There are also a range of events being run by the libraries including a virtual visit to Banham Zoo – check NCC website Whats On page for details.

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
634 Events one off purchase	01/10/2021		Bank 1 Current Accou	online	Goods	Poundland	S	8.34	1.66	10.00
635 Receipts and payments	01/10/2021		Bank 1 Current Accou	online	Compost	Trade UK	S	50.21	10.04	60.25
636 Electricity	01/10/2021		Bank 1 Current Accou	online	Electricity - River Green	E.on	S	413.66	82.73	496.39
637 Health and Safety	01/10/2021		Bank 1 Current Accou	online	Health and safety equip	Mainman Supplies	S	96.40	19.29	115.69
638 Cleaning bus shelters	01/10/2021		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	125.00		125.00
639 Audit	01/10/2021		Bank 1 Current Accou	online	Audit charges	PFK Littlejohn LLP	S	1,300.00	260.00	1,560.00
640 Miscellaneous	01/10/2021		Bank 1 Current Accou	online	Royalty charges	PPL PRS	S	108.46	21.70	130.16
641 Miscellaneous	01/10/2021		Bank 1 Current Accou	online	Royalty charges	PPL PRS	S	247.61	49.52	297.13
642 Xmas Event	01/10/2021		Bank 1 Current Accou	online	Royalty charges	PPL PRS	S	135.92	27.18	163.10
643 Receipts and payments	01/10/2021		Bank 1 Current Accou	online	Plants	Taverham Nursery Centre	S	142.33	28.46	170.79
644 Bank charges	07/10/2021	Online	Bank 1 Current Accou		Bank charges	LLoyds Bank	E	7.00		7.00
645 Miscellaneous	07/10/2021		Bank 1 Current Accou		Wood Carving	Arnie Barton	E	550.00		550.00
646 Town Hall	07/10/2021		Bank 1 Current Accou	Online	Cylinder and keys	A C Leigh	S	94.50	18.90	113.40
647 Bottle bank	07/10/2021		Bank 1 Current Accou	Online	Bottle bank	URM UK	S	8.70	1.74	10.44
648 Cafe	07/10/2021		Bank 1 Current Accou	Online	Electrical work - Cafe	C R Wilson	E	40.00		40.00
649 Dussindale maintenance	07/10/2021		Bank 1 Current Accou	Online	allotment maintenance	Burrell Pest control	E	60.00		60.00
650 Hillside maintenance	07/10/2021		Bank 1 Current Accou	Online	allotment maintenance	Burrell Pest control	E	60.00		60.00
651 Legal charges	08/10/2021		Bank 1 Current Accou	Online	Legal fees	NP Law	S	540.90	108.18	649.08
652 Foreman salary										
653 Fenn salary										
654 Bass - salary										
655 Sayer salary										
656 Calver salary										
657 Jones salary										
658 McCarthy Salary										
659 Wedge-Clarke Salary										
660 Flack salary										
661 Baker Salary										
662 Bishop salary										
663 Foreman salary										
664 Foreman employers nic										
665 Sayer salary										
666 Sayer - NIC employer										
667 Calver salary										
668 Calver -employers nic										
669 Student loan										

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
670					Jones salary					
671					Jones nic employer					
672					McCarthy Salary					
673					McCarthy employers nic					
674					Wedge-Clarke Salary					
675					Wedge-Clarke employers n					
676					Flack salary					
677					Flack employer nic					
678					Bass - salary					
679					Fenn salary					
680					Bishop salary					
681					Baker Salary					
682					Baker employers nic					
683					Sayer salary					
684					Sayer - pension employer					
685					Foreman salary					
686					Foreman - pension employe					
687					Calver salary					
688					Calver pension employer					
689					Jones salary					
690					Jones pension employer					
691					Wedge-Clarke Salary					
692					Wedge-Clarke pension err					
693					McCarthy Salary					
694					McCarthy pension employe					
695					Flack salary					
696					Flack pension employer					
697					Baker Salary					
698					Baker pension employer					
699	09/10/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	440.00	88.00	528.00
700	09/10/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	200.00	40.00	240.00
701	09/10/2021		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	36.18	7.24	43.42
702	09/10/2021		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	790.00	158.00	948.00
703	09/10/2021		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	395.00	79.00	474.00
704	09/10/2021		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	395.00	79.00	474.00
705	09/10/2021		Bank 1 Current Accou	online	Paint	Kent Blaxill	S	14.00	2.80	16.80
706	09/10/2021		Bank 1 Current Accou	online	poppy trail to website	Norfolk Geeks	E	210.00		210.00
707	09/10/2021		Bank 1 Current Accou	online	job vacancy advert	SLCC	S	337.00	67.40	404.40
708	09/10/2021		Bank 1 Current Accou	online	Stationery	Ian Smith	S	83.56	16.71	100.27



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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
709	09/10/2021		Bank 1 Current Account	online	Toilet hire	Toilets.co.uk	S	685.00	137.00	822.00
710	09/10/2021		Bank 1 Current Account	online	Water charges - Hillside Allot	Anglian Water	E	190.06		190.06
711	09/10/2021		Bank 1 Current Account	online	Water charges - Town Hall	Anglian Water	E	117.48		117.48
712	09/10/2021		Bank 1 Current Account	online	Water charges - Duss Allot	Anglian Water	E	170.60		170.60
713	12/10/2021		Bank 1 Current Account	online	poppy trail signage	Instaprint	S	545.64	109.36	655.00
714	18/10/2021		Bank 1 Current Account	online	Allotment deposit refund	Miss Nairn	E	25.00		25.00
715	18/10/2021		Bank 1 Current Account	online	Cleaning Materials	Bunzl	S	270.80	54.16	324.96
716	18/10/2021		Bank 1 Current Account	online	Soccer marking	CGM Group	S	300.00	60.00	360.00
717	18/10/2021		Bank 1 Current Account	online	Soccer marking	CGM Group	S	219.41	43.88	263.29
718	18/10/2021		Bank 1 Current Account	online	Field Maintenance - Rec Grnd	CGM Group	S	670.60	134.12	804.72
719	18/10/2021		Bank 1 Current Account	online	Field Maintenance - Duss Park	CGM Group	S	479.89	95.98	575.87
720	18/10/2021		Bank 1 Current Account	online	Clothing H & S	LogoWear	S	285.20	57.04	342.24
721	18/10/2021		Bank 1 Current Account	online	Streetlight-energy charge	Total Gas & Power	S	1,468.77	293.74	1,762.51
722	18/10/2021		Bank 1 Current Account	online	Electricity - River Green Toile	Total Gas & Power	L	38.26	1.92	40.18
723	18/10/2021		Bank 1 Current Account	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	600.00		600.00
724	18/10/2021		Bank 1 Current Account	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	315.00		315.00
725	18/10/2021		Bank 1 Current Account	online	Cleaning River Green Toilets	Town and Country Cleaning	E	640.00		640.00
726	19/10/2021		Bank 1 Current Account	online	Allotment deposit refund	Ms Marsden	E	25.00		25.00
<b>Total</b>								<b>35,767.55</b>	<b>2,154.75</b>	<b>37,922.30</b>

**PAYMENT LIST**

Salaries	vouchers 652-662	October salaries	13567.02
Norfolk Pension Fund	vouchers 683-698	Employer/employee payments	4523.89
HMRC	vouchers 663-682	Tax and NIC	3740.16

**Thorpe St Andrew Town Council  
Minutes of the Events and Media Committee Meeting  
held on 27<sup>th</sup> September 2021 at 7.30pm**

**1. ATTENDANCE AND APOLOGIES FOR ABSENCE**

**Present:**

Mr J Emsell (Chairman)	Mrs J Fisher	Mr S Snelling	Mr J Ward
Mrs L Dawson	Fr J Stewart	Mrs I Munday	Mr G Lawton
Mr J Fisher			

**In attendance:**

Mrs R McCarthy (Deputy Clerk)   Mrs C Wedge-Clark (Admin Officer)

**Apologies:** Mr L Reeves, Mrs L Dawson

**2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None

**3. MINUTES OF COMMITTEE MEETING HELD ON 1<sup>st</sup> SEPTEMBER 2021**

The minutes of the meeting held 1<sup>st</sup> September 2021 were agreed as a true record and signed by the Chairman.

**4. FIREWORKS UPDATE**

The ticketing system was demonstrated to the committee and finite arrangements for the Fireworks event discussed. It was **RESOLVED** to release 3,000 tickets initially, and limit to local residents through local posters with link QR code. Event to be clearly promoted as advance tickets only and Norwich Devils to pre-qualify the queue on the day.

**5. CHRISTMAS UPDATE**

The Chairman gave an update on the Christmas Fair to take place on Saturday 4<sup>th</sup> December at Fitzmaurice Park and advised that further engagement would be made with "Local Flavours" to see if they would like to be involved. Officers to book caterers, Reindeer and advertise craft stalls at £20.00 per pitch. Event to run from 11:00am-6:00pm, with a Santa's Grotto from 1pm-4/5pm.

Discussion followed regards a River Green event and it was **RESOLVED** to proceed with a 'Traditional Christmas' on Sunday 5<sup>th</sup> December, from 4:30pm-6:30pm with a road closure from 4:00pm-7:00pm. Father James confirmed that the Church could front the event with a raffle & tombola, and sell the refreshments, including a bar. Officers to book band, caterers and donkeys, and Town Council to organise a visit from Santa.

Advertising for both events to be added to the Newsletter with a clear distinction between the two and clarity that no lights switch-on is involved.

**6. HALLOWEEN TRAIL UPDATE**

The Deputy Clerk outlined the finalised plan to provide a small Halloween Trail for young children around Fitzmaurice Park, ending in a spider’s web on which children can leave decorated stones.

*There being no other business, the meeting closed at 9.19pm*

**NEXT MEETING: To be confirmed**

*Signed: ..... Dated: .....*



**20211706 Penlan, 2a White Farm Lane - Previous rear extension roof to be widened, external insulation, grey windows & cladding to existing west dormer. Two proposed east dormers, all external walls to be rendered, rooflight and sun tube to previously converted garage**

No objection

**20211776 Land east of Pound Lane Details of condition 19 of 20190016 – (19) Historic building recording**

No objection but request no construction traffic signs be erected on Dussindale Drive, Laundry Lane, and Booty Rd.

**Information Only**

**Confidential-** Enforcement Notices

Noted

**Meeting closed at 21.00hrs**

*Signed:* .....

*Dated:* .....

## Minutes of Finance and Staffing Committee Meeting held on 25<sup>th</sup> October 2021

### 1. PRESENT:

Mrs J Fisher (Chairman)		
Mr F. Bowe	Mr L. Reeves	Mr J. Fisher
Mr J. Emsell	Mr J. Ward	
Mr S. Snelling	Mr P. Berry	

IN ATTENDANCE: Dr T Foreman (Town Clerk)

### APOLOGIES FOR ABSENCE

Miss S Lawn

### 2. **Declarations of Interest**

Dr T Foreman stated an interest in item 7: Recruitment update

### 3. **Minutes of Meeting held on 20<sup>th</sup> September 2021**

Minutes of the meeting held on 20<sup>th</sup> September were approved and signed as a true record.

### 4. **Public Session – Limited to 3 minutes per speaker**

None

### 5. **Finance**

- i. **Annual Governance and Accountability Return** – Noted
- ii. **External Auditor Report** – Noted
- iii. **Variances** - Noted

At this point it was **AGREED** to change the order of business to receive the recruitment update, followed by the draft Budget 2022/23

### 6. **Budget 2022/23**

Given the potential changes to the budget to reflect recruitment changes, it was **AGREED** to defer the consideration of the draft budget to November 2021.

### 7. **Recruitment Update**

Dr T Foreman read the Town Mayor's report regarding recruitment. It was confirmed that no appointment was possible from the applications for the Town Clerk post received to date. There was some discussion regarding the current and future staffing structure, including whether the proposed salary would attract suitably qualified and experienced candidates and if the job title reflected the reality of the post being offered.

It was proposed by Mr S Snelling, seconded by Mr P Berry and on a show of hands with all in favour **RESOLVED** to recommend to Town Council that a change in salary and structure be introduced.

With no other business the meeting closed at 20.50hrs.

Chairman\_\_\_\_\_

Date\_\_\_\_\_