THORPE ST ANDREW TOWN COUNCIL

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF
Tel: (01603) 701048 Email: office@thorpestandrew-tc.gov.uk

Notice of Council Meeting
You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on Monday 9 September at 7.30pm for the purpose of transacting the following business.
R McCarthy
Operational Manager and Responsible Financial Officer

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 Monday 5 August 2024** Page 1-3
4 **Announcements** (for information only)
4.1 – The Town Mayor
4.2 - The Town Clerk
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 minutes each
5.1 - Norfolk Constabulary Page 4
5.2 - County and District Councillors Page 5
5.3 - Members of the Public
6 **Finance**
6.1 – Payment List – VRs 367 – 443 Page 6-8
6.2 – Bank Reconciliation Statement Page 9
6.3 – Notice of Conclusion of Audit Page 10-13
7 **Draft Minutes of the Planning and Environment Committee – 22 July 2024** Page 14-16
8 **Events Update**
9 **Flexible Working Policy Update – to be agreed** Page 17-22
10 **Park Run – report attached** Page 23
11 **Planning Applications:**

2024/2306	22 Blakestone Drive	Single storey rear and side extension (PB)
2024/2296	31 Hansell Road	Variation of condition 2 of permission 2023/1043 (Demolition of existing single storey extension with new single storey extension and associated works) - amended design and size (SS)
2024/1234	17 Margetson Avenue	Erection of front porch, loft conversion with with dormer windows and other alterations (DB)

Delegated Power Planning Decisions for August – for information (JF)
Tree Preservation Order – for information (JF)

Chief Executive Officer – Michelle Barron
Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL
Tel: 01603 701048 Email: office@thorpestandrew-tc.gov.uk

Enforcement Notices (Confidential Matters).

12 **Resident Issue – Relocation of furniture on Sir George Morse Park - to be agreed**
Page 24-33

13 **To Consider A Motion To Exclude Press And Public From The Meeting Under The Public Bodies (Admission To Meetings) Act 1960, As Amended By The Local Government Act 1972, Due To The Disclosure Of Personal Information**

14 **Personnel Matters**

Further Agenda Items (Not for Discussion)

Next Town Council meeting	7 October 2024
Next Planning meeting	14 October 2024
Next Finance & Staffing meeting	21 October 2024

Chief Executive Officer – Michelle Barron
Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL
Tel 01603 701048 Email office@thorpestandrew-tc.gov.uk

Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 5 August 2024 at 7:30pm

1 Present:

Mr F Bowe (Town Mayor)	Mrs L Skinner
Mr S Snelling (Deputy Town Mayor)	Mr D Wiseman
Mr J Ward	Ms J Bailey
Mr P Berry	Mr J Emsell
Mr S Court	Ms L Barrett

Apologies: Mr T Garner, Mr D Buck, Mrs M Friend, Mr J Fisher and Ms C Ferris

In attendance: Mrs R McCarthy (RFO and OM), Mrs D Wheatley (Administrative and Communication Officer), Mr J Calver (Parks and Estates Manager), Mrs L Weston (Administration and Committee Officer) and six members of the public.

2 Declarations of interest in items on the agenda – None declared.

3 To confirm the minutes of the Town Council meeting held on 1 July 2024.
The minutes of the meeting held on 1 July 2024 were signed and approved as a true record.

4 Announcements

4.1 The Town Mayor attended the Midsummer Music event on 13th July and gave his thanks to all staff for the effort put in to make it a successful event.

4.2 Town Clerk – No announcements.

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.

5.1 Norfolk Constabulary – No report

5.2 County and District Councillors – Report from Cllr Ward noted. Cllr Berry informed members that the Thorpe Neighbourhood Plan was formerly adopted during the July meeting of BDC and thanks given to all those that worked on the plan.

5.3 Members of the public

A member of the public raised the issue of the smells from the Anglian Water treatment works at Whitlingham, in South Avenue, and wider Thorpe St Andrew. Contact has been made with the Anglian Water Sewage Manager, who has been very supportive, but he would appreciate support from the Town Council. There was widespread support to support matters going forward.

A member of the public wished to know what practical value the Veterans Covenant has to the Town Council. The Town Mayor outlined the benefits of the employer recognition scheme to veterans and outlined other initiatives the Town Council supports (e.g. Model for Heroes)

A member of the public, advised that he had received confirmation from Network Rail that there had been an inspection of the footbridge and repairs will take place. Information on painting

of the footbridge will be sought through another asset. The news will be relayed to the Rail Disaster group.

Agenda item 11 .1 was raised by a member of the public, outlining the correspondence the Council received and the request for a 'No Through Road' sign at the bottom of South Avenue. Cllrs had read the correspondence; therefore agenda item 11 was brought forward for discussion. It was **RESOLVED**, by a unanimous show of hands, to support the RFO in taking this forward and to pursue the 'No Through Road' signs with County Council for South Avenue and Bishops Close.

6 Town Maps Update – for consideration

The RFO asked members for clarity on the need and benefit for having a paper map and how it would it be paid for as there are no dedicated producers due to lack of demand, and it fell beyond the office's capabilities to design. Mrs Wheatley advised members that the CEO was looking at this in conjunction with the new Business Forum, for businesses to sponsor the map. Cllr Emsell also thought the school might have media students that could treat it as a design project.

It was proposed by Cllr Emsell, seconded by Cllr Ward with a unanimous show of hands **RESOLVED** for the CEO to take this forward and approach the school.

7 Request from a member of the public for the sewage works to be a regular agenda item until completion – for consideration

Shaun Barker, Sewage Plant Operation Manager at Anglian Water, addressed members concerning the offensive smells and odour issues experienced by residents, and asked if the Town Council meetings, would be a suitable platform for engagement.

Cllr Emsell offered his thanks to Shaun for being proactive and suggested that attending some of the council events would be a positive way to interact with residents.

The RFO suggested a dialogue between Anglian Water and the council continues, and to add items to the agenda when there is something to report. It was **RESOLVED** with a unanimous show of hands for Cllr Snelling to be the sewage representative for the council.

8 Finance

8.1 Payments List VR's 269-366 - noted.

8.2 Bank Reconciliation Statement – Cllr Snelling raised the question of investments and if this had been pursued. The RFO advised that the CEO had been tasked with writing an investment policy as the necessary first step. The statement was approved and signed as a true record.

8.3 Quarter 1 Budget Report – Report noted.

8.4 Quarter 1 Dementia Accounts – Report noted.

9 Events

9.1 Grays Funfair Proposal – for consideration

It was proposed by Cllr Ward, seconded by Cllr Emsell, with a unanimous show of hands **RESOLVED** to accept the proposal presented.

10 Morse Project Update – for consideration

The RFO and Parks and Estates Manager gave an update on the project, which included drawings/plans and the benefits it would offer the community.

It was **RESOLVED** to accept the proposal, with a caveat to the acceptance of a quote, with 9 in agreement and 1 abstention.

11 Correspondence:
11.1 Yarmouth Road – See agenda item 5.3.

12 Update on Ocubis presentation
Cllr Snelling gave an update on the presentation for any councillors that were unable to attend. Cllr Berry voiced his disappointment over the lack of provision for affordable housing. Cllr Emsell agreed and is interested to see what the outcome will be at BDC, without the affordable housing in the plans.

13 Exclusion of Press and Public
To consider a motion to exclude press and public under the public bodies Admission to meetings Act 1960.

14 Commercial sensitive information relating to the River Green Project – for consideration and resolution.

The document presented was considered by the councillors and the following decisions made:

Point 1 – will be carried over to another meeting.
Point 2 – 6 – it was **RESOLVED** to accept points 2 – 6, with 8 in agreement and 2 abstentions.
Point 7 – to be carried over to another meeting as further explanation is required.

Meeting Closed at 9.25pm

_____

Date _____

Norfolk Constabulary – Updates

At the beginning of the summer holidays we had an influx of anti social behaviour:

23.07.24 – Fitzmaurice Park Youth Shelter, graffiti sprayed over the murial
Reported under crime number DP-32437-24-3636-03

23.07.24 – Sir George Morse Park Public Toilets, toilet seat broken and urinals filled with shingle
Reported under crime number DP-32439-24-3636-03

23.07.24 – River Green Public Toilets, Offensive graffiti written on toilet wall
Reported under crime number DP-32434-24-3636-IR01

24.07.24 – Stone Throwing, Pound Lane – advised that someone was throwing stones at oncoming traffic and smashed the window of a moving bus. Police were called to investigate

25.07.24 – Criminal Damage to private property – Resident contacted us in regards to graffiti on their garage wall. The indication is that this is the same as the Youth Shelter offenders

05.08.24 – Fitzmaurice Park, Fire – Officer found evidence of another fire started on the park

12.08.24 – Fire, American Football field. Advised Thorpe High School of attempted fire made from text books on their field. Mr Hart the Lettings Co-Ordinator will look into and also report the incident to the BEST team at the school

13.08.24 – Yarmouth Road Cemetery, headstone pulled up and thrown onto Green Lane
Reported to Father James

15.08.24 – School Parking, St Williams and Thorpe St Andrew High School
With the start of the new school term approaching, we have been pro active and contacted the schools to ask that they remind existing and new parents of the parking regulations around the school drop off and pick up times. We have also requested that a Parking Enforcement Officer carry out patrols around these times to help with any confusion parents may have and to offer advice in regards to parking

16.08.24 – Fitzmaurice Park Book Box, this was closed due to the books being used as an accelerant to start fires on the park. Hopefully this will be reopened at the start of September

09.09.24 – Oasis. PC Jennings reported that the property has been broken into again and various fences have been compromised. The owners have been informed to make the area secure and PC Jennings has informed Broadland District Council, Environmental Health

27 August 2024

Report from Councillor John Ward

Norfolk County Council

Our new Executive Director of Adult Social Services is Ian Wake. He is moving here from Thurrock Council where he was Executive Director of Adults and Health.

All 19 Recycling Centres will be closed on Wednesdays in order to save £200,000 per year.

NCC's Cabinet have voted to reduce the Minimum Income Guarantee for disabled people from £187 to £171.25 per week, inline with government regulations and other Councils. This move will save the Council £1m per year.

1000 street lights across Norfolk will be turned off at midnight, This is 2% of the total and will save £200k per year.

Foster families in Norfolk are joining forces as part of a new scheme to ensure they have a network of support. Communities of six to ten foster families will join together as a constellation to support each other and to hold joint play events.

Lots of Childrens events at our museums have been arranged during the summer holidays. Check individual museum websites for details.

Norfolk County Council's wholly owned Development Company, Repton Property Development has just complete a 48 home site called Saxon Heath at Attleborough. 100% of the properties are Affordable.

Bus passenger numbers continue to rise across Norfolk with 6.9 million journeys in the last 3 months, up from 6.1 million last year.

Work started on 22nd July to upgrade the traffic lights at the Martineau/ Trowse Bypass. This caused considerable delays in the area so night and weekend working was introduced and the project was completed 4 weeks early.

Thorpe St Andrew Town Council

PAYMENTS LIST

1 September 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
367	Vehicle Maintenance	02/08/2024		Bank 1 Current Acco	BACS	Avant Repairs	Ben Burgess	S	803.40	160.68	964.08
368	Cleaning bus shelters	02/08/2024		Bank 1 Current Acco	BACS	Cleaning bus shelters	Mr R Marmoy	X	140.00		140.00
369	Equipment Hire	02/08/2024		Bank 1 Current Acco	BACS	Skip Hire	PSH Environmental	S	275.00	55.00	330.00
370	Cleaning	02/08/2024		Bank 1 Current Acco	BACS	Waste Bags	Polybags Ltd	S	147.42	29.49	176.91
370	River Green maintenance	02/08/2024		Bank 1 Current Acco	BACS	Waste Bags	Polybags Ltd	S	147.42	29.49	176.91
370	Cleaning	02/08/2024		Bank 1 Current Acco	BACS	Waste Bags	Polybags Ltd	S	147.42	29.48	176.90
370	Cleaning and cleaning material:	02/08/2024		Bank 1 Current Acco	BACS	Waste Bags	Polybags Ltd	S	147.42	29.48	176.90
371	Additional Events	02/08/2024		Bank 1 Current Acco	BACS	Entertainer	S Alderton	X	550.00		550.00
372	Projects	02/08/2024		Bank 1 Current Acco	BACS	Architectural Work	Hamson Barron Smith	S	656.00	131.20	787.20
373	Legal charges	02/08/2024		Bank 1 Current Acco	BACS	Consultant Fee	Politis Ltd	S	2,835.00	567.00	3,402.00
374	Maintenance contract	08/08/2024		Bank 1 Current Acco	BACS	Streetlighting	Cozens UK Ltd	S	400.00	80.00	480.00
374	Repairs	08/08/2024		Bank 1 Current Acco	BACS	Streetlighting	Cozens UK Ltd	S	395.00	79.00	474.00
375	S137 payments and donations	08/08/2024		Bank 1 Current Acco	BACS	Water Charges - Cemetery	Wave	X	105.51		105.51
376	Field Maintenance Contract	08/08/2024		Bank 1 Current Acco	BACS	Grounds Maintenance	Norse	S	1,475.69	295.14	1,770.83
377	Morse Pavilion	08/08/2024		Bank 1 Current Acco	BACS	Defibrillator Parts	Defib Shop	S	72.50	14.50	87.00
377	Roxley Hall	08/08/2024		Bank 1 Current Acco	BACS	Defibrillator Parts	Defib Shop	S	72.50	14.50	87.00
377	River Green	08/08/2024		Bank 1 Current Acco	BACS	Defibrillator Parts	Defib Shop	S	72.50	14.50	87.00
378	Additional Events	08/08/2024		Bank 1 Current Acco	BACS	Event Security	Excaliber Security Services	S	979.00	195.80	1,174.80
379	One Off Payments	08/08/2024		Bank 1 Current Acco	BACS	Flag Signage	Catton Print	S	142.00	28.40	170.40
380	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	Salary	[redacted]	X	2,027.05		2,027.05
381	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	Salary	[redacted]	X	2,531.93		2,531.93
382	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	Salary	[redacted]	X	1,558.57		1,558.57
383	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	Salary	[redacted]	X	1,538.61		1,538.61
384	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	Salary	[redacted]	X	3,038.99		3,038.99
385	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	Salary	[redacted]	X	781.56		781.56
386	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	419.20		419.20
387	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	264.27		264.27
388	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	599.71		599.71
389	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	357.61		357.61
390	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	211.05		211.05
391	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	154.64		154.64
392	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	171.82		171.82
393	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	145.97		145.97
394	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	195.40		195.40

Thorpe St Andrew Town Council

PAYMENTS LIST

1 September 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
395	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	805.35		805.35
396	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	464.62		464.62
397	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	53.00		53.00
398	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	HMRC	X	38.06		38.06
399	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	173.75		173.75
400	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	614.79		614.79
401	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	217.71		217.71
402	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	770.35		770.35
403	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	105.31		105.31
404	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	417.62		417.62
405	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	108.96		108.96
406	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	432.07		432.07
407	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	56.86		56.86
408	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	237.78		237.78
409	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	280.49		280.49
410	[redacted]	13/08/2024		Bank 1 Current Acco	BACS	[redacted]	Norfolk Pension Fund	X	948.71		948.71
411	Electricity	05/08/2024		Bank 1 Current Acco	DD	Electricity - Roxley Hall	British Gas	L	130.64	6.53	137.17
412	Electricity	06/08/2024		Bank 1 Current Acco	DD	Electricity - Town Hall	British Gas	S	593.73	118.74	712.47
413	Equipment Hire	07/08/2024		Bank 1 Current Acco	DD	Lease payment	Novuna Business Finance	S	654.00	130.80	784.80
414	Fuel	13/08/2024		Bank 1 Current Acco	DD	Fuel	Fuel Genie	S	198.86	39.77	238.63
414	Fuel & machinery maintenance	13/08/2024		Bank 1 Current Acco	DD	Fuel	Fuel Genie	S	217.51	43.50	261.01
415	Gas	14/08/2024		Bank 1 Current Acco	DD	Gas - Morse Pavilion	British Gas	L	68.87	3.44	72.31
416	Additional Events	20/08/2024		Bank 1 Current Acco	BACS	Stage Truck Donation	East Coast Truckers	X	500.00		500.00
417	Roxley Hall	20/08/2024		Bank 1 Current Acco	BACS	Fire Risk Assessment	E Fire	S	385.00	77.00	462.00
418	Town Hall	20/08/2024		Bank 1 Current Acco	BACS	Fire Risk Assessment	E Fire	S	475.00	95.00	570.00
419	Legal charges	20/08/2024		Bank 1 Current Acco	BACS	Legal fees - River Green	Norfolk County Council	S	318.00	63.60	381.60
420	Audit	20/08/2024		Bank 1 Current Acco	BACS	External Audit Fee	PKF Littlejohn LLP	S	1,365.00	273.00	1,638.00
421	Water charges	20/08/2024		Bank 1 Current Acco	BACS	Water charges - Roxley Hall	Wave	E	110.65		110.65
422	One Off Payments	20/08/2024		Bank 1 Current Acco	BACS	Licensing Application - Fitzmau	Broadland District Council	X	1,190.00		1,190.00
423	Electricity	19/08/2024		Bank 1 Current Acco	BACS	Electricity - Morse Pavilion	British Gas	S	617.91	123.58	741.49
424	Gas	21/08/2024		Bank 1 Current Acco	DD	Gas - Roxley Hall	British Gas	L	56.08	2.80	58.88
425	Telephone	22/08/2024		Bank 1 Current Acco	DD	Barrier line rental	Wireless Logic Ltd	S	50.00	10.00	60.00
426	Electricity	22/08/2024		Bank 1 Current Acco	BACS	Electricity - River Green	British Gas	L	75.78	3.78	79.56
427	Town Hall Loan	22/08/2024		Bank 1 Current Acco	DD	Loan Payment	Public Works Loan Board	X	1,886.32		1,886.32
428	Telephone	27/08/2024		Bank 1 Current Acco	DD	Mobile Telephones	Three	S	15.66	3.13	18.79

Thorpe St Andrew Town Council

PAYMENTS LIST

1 September 2024 (2024-2025)

Vouche	Code		Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
428	Telephone	27/08/2024		Bank 1 Current Acco	DD	Mobile Telephones	Three	S	20.88	4.18	25.06
429	Bank charges	27/08/2024		Bank 1 Current Acco	Credit Card	Cashback Credit	LLoyds Bank	X	-2.37		-2.37
429	Bank charges	27/08/2024		Bank 1 Current Acco	Credit Card	Cashback Credit	LLoyds Bank	X	32.00		32.00
430	Subscriptions	27/08/2024		Bank 1 Current Acco	Credit Card	Adobe Subscription	Adobe	X	26.49		26.49
430	Subscriptions	27/08/2024		Bank 1 Current Acco	Credit Card	Adobe Subscription	Adobe	S	16.64	3.33	19.97
430	Subscriptions	27/08/2024		Bank 1 Current Acco	Credit Card	Adobe Subscription	Adobe	X	26.49		26.49
431	Additional Events	27/08/2024		Bank 1 Current Acco	Credit Card	Facebook Advertising	Facebook Ads	E	20.00		20.00
432	Stationery	27/08/2024		Bank 1 Current Acco	Credit Card	Stationery	Amazon	S	4.82	0.97	5.79
433	Telephone	27/08/2024		Bank 1 Current Acco	Credit Card	Internet Services	Smarty	X	20.00		20.00
434	HR Costs	27/08/2024		Bank 1 Current Acco	Credit Card	Job Advertising	Indeed	X	20.00		20.00
434	HR Costs	27/08/2024		Bank 1 Current Acco	Credit Card	Job Advertising	Indeed	X	47.65		47.65
435	Projects	27/08/2024		Bank 1 Current Acco	Credit Card	Planning Fee	Broadland District Council	X	57.50		57.50
436	Training and H & S	27/08/2024		Bank 1 Current Acco	Credit Card	Training Course	Virtual College	S	25.00	5.00	30.00
437	Postage	27/08/2024		Bank 1 Current Acco	Credit Card	Postage Stamps	Royal Mail	X	85.00		85.00
438	Additional Events	27/08/2024		Bank 1 Current Acco	Credit Card	Refreshments	Morrisons	X	20.00		20.00
439	Training and H & S	27/08/2024		Bank 1 Current Acco	Credit Card	Training Course	SLCC	S	35.00	7.00	42.00
440	Telephone	27/08/2024		Bank 1 Current Acco	Credit Card	Microsoft Teams	Microsoft	E	24.60		24.60
440	Telephone	27/08/2024		Bank 1 Current Acco	Credit Card	Microsoft Teams	Microsoft	E	19.68		19.68
441	Bank charges	28/08/2024		Bank 1 Current Acco	DD	Bank charges	LLoyds Bank	E	7.00		7.00
442	Electricity	30/08/2024		Bank 1 Current Acco	DD	Electricity - Morse Pavilion	British Gas	L	100.98	5.04	106.02
443	Wheeled/litter/dog bins	28/08/2024		Bank 1 Deposit Acco	DD	Commercial Waste	Veolia	S	148.99	29.80	178.79
443	Wheeled/litter/dog bins	28/08/2024		Bank 1 Deposit Acco	DD	Commercial Waste	Veolia	S	196.11	39.22	235.33
							Total		**39,147.06**	**2,842.87**	**41,989.93**

Thorpe St Andrew Town Council

Prepared by: R. McCarthy — Date: 1/9/2024

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2024			
	Cash in Hand 01/04/2024			389,619.49
	ADD			
	Receipts 01/04/2024 - 31/08/2024			395,146.99
				784;766.48
	SUBTRACT			
	Payments 01/04/2024 - 31/08/2024			289,513.71
A	**Cash in Hand 31/08/2024** (per Cash Book)			**495,252.77**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2024	100.00	
	Bank 1 Current Account	31/08/2024	11,493.51	
	Bank 1 Deposit Account	31/08/2024	427,358.76	
	Bank 2 Capital Account	31/08/2024	56,300.50	
				495,252.77
	Less unpresented payments			
				495,252.77
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**495,252.77**
	A = B Checks out OK			

Thorpe St Andrew Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Thorpe St Andrew Town Council** for the year ended 31 March 2024 has been completed and the accounts have been published.

2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Thorpe St Andrew Town Council** on application to:

(a) Rachel McCarthy, RFO
Town Hall, Fitzhaunice Park
Pound Lane, Thorpe St Andrew
Norwich, NR7 0UL

(b) 10:00 – 15:00 weekdays only

3. Copies will be provided to any local government elector of the area on payment of £ 1 (c) for each copy of the Annual Governance & Accountability Return.

Announcement made by: (d) Rachel McCarthy, RFO

Date of announcement: (e) 10/09/24.

Notes

This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.

(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR

(b) Insert the hours during which inspection rights may be exercised

(c) Insert a reasonable sum for copying costs

(d) Insert the name and position of person placing the notice

(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

THORPE ST ANDREW TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
	Yes	No	N/A
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✓ has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

03 / 06 / 2024.

and recorded as minute reference:

7.3

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.thorpestandrew-tc.gov.uk

Section 2 – Accounting Statements 2023/24 for

THORPE ST ANDREW TOWN COUNCIL.

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	362 279	400 737	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	534 569	550 654	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	220 811	136 814	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	(254 404)	(291693)	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	(25 622)	(26 806)	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	(436 895)	(358 625)	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	400 737	411081	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	373 158	389 619	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3 629 899	3 535 030	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	275 677	255 868	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For local councils only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✓	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 23/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

03/06/2024

as recorded in minute reference:

73

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2023/24

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP Date 09/08/2024

THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING
HELD ON 22 JULY 2024

PRESENT:

Mr J Fisher (Chairman)
Mr P Berry (Vice Chairman)
Ms C Ferris
Mr D Wiseman
Mr F Bowe
Mr D Buck
Mr S Snelling

1. In Attendance: Mrs M Barron (CEO), Mrs L Weston (Administration and Committee Officer), Ms L Barrett, Mr J Ward, Mr J Emsell, Mr S Court, Mrs M Friend, Mrs J Bailey and members of the public.

Apologies for Absence: None

2. Declarations of Interest: None

3. Minutes of meeting held on 10 June 2024

The minutes of the meeting held on 10 June 2024 were approved and signed as a true record.

4. Planning Items Raised by Residents:

A member of the public queried item 7 on the agenda. The Committee heard from applicants for the following applications: 2024/0921, 2024/1781 and 2024/1668. On application 2024/1781, members of the public raised concerns with maintenance of the property, likely disturbance expected and safeguarding.

For applications 2021/2058, 2021/2059, 2021/2060 and 2021/2061, members of the public made the following comments:

- Overbearing tower blocks, not needed or suitable for the area, why are they still in the plans, let's build family friendly homes.
- The upscale of traffic, real concerns that Henby Way and Hillcrest Road will not be suitable for construction traffic, if the Yarmouth Road entrance is disregarded by Highways.
- Height of the storeys – figures do not tally and totally out of character with the area.
- New development and parking clauses in the Neighbourhood Plan for Thorpe St Andrew raised.
- A public consultation would be helpful, it's hard to understand the documents online.
- White Farm Lane is a private road, maintained by residents and it is listed as emergency access, which is concerning.
- What benefits will the community get from this development.
- Why is there no affordable housing and how will this benefit our younger residents.

5. Planning Applications:

2021/2058	**Land at Pinebanks, Yarmouth Road**	**Outline planning application for up to 260 dwellings (Use Class C3), open space provision, access, internal estate roads, vehicle and cycle parking, drainage and all associated works and operations including but not limited to demolition, earthworks, highway works and engineering operations, with the details of appearance, landscaping,**

		layout and scale reserved for later determination (JF)
2021/2060	**Langley South, Yarmouth Road**	**Outline planning application for up to 70 dwellings (Use Class C3), open space provision, access, internal estate roads, paths, vehicle and cycle parking, drainage, and all associated works and operations including but not limited to demolition, earthworks, highway works and engineering operations, with the details of appearance, landscaping, layout, and scale reserved for later determination (JF)**
2021/2059	**Langley North, Yarmouth Road**	**Outline planning application for up to 90 dwellings (Use Class C3), open space provision, access, internal estate roads, paths, vehicle and cycle parking, drainage and all associated works and operations including but not limited to demolition, earthworks, highway works and engineering operations, with the details of appearance, landscaping, layout, and scale reserved for later determination (JF)**
2021/2061	**Land at Griffin Lane**	**Outline planning application for up to 130 dwellings (Use Class C3) including dwellings classified as affordable housing, open space provision, access, internal estate roads, paths, vehicle and cycle parking, drainage, highways works and all associated works and operations including but not limited to demolition, earthworks, and engineering operations, with the details of appearance, landscaping, layout, and scale reserved for later determination (JF)**

The Town Council, in its capacity as statutory consultee, has made the following comments on the four applications above, 2058/2059/2060/2061. Our comments are subject to any views of Natural England regarding nutrient neutrality and the Local Lead Flood Authority whose responses are yet to be received.

We are pleased to see the reduction of numbers of dwellings on all four development sites but especially Langley South which did impact upon the character of the local area and the conservation area.

We do have some concerns regarding surface water and fluvial flooding to Griffin Lane site but defer to any comments submitted by the local flood authority or environment agency with regards to flooding impact on Griffin Lane development.

We are concerned regarding the references between the stated numbers of storeys and heights for the dwellings on Pinebanks, Langley North and Langley South, as they do not compute. For example, 12.5m for a 2.5 storey building seems an excessive height. This needs to be clarified for all heights of building please prior to the Town Council accepting the building heights.

We welcome the reduction of house numbers and the scaling down of the height on Langley South and the retention of the trees.

We are still concerned regarding the proposals for the buildings on the Southwest corner, of the Langley South site, as these appear to have exceeded the footprint and height of the previous buildings and could impact upon neighbours.

With regards to Pinebanks and both Langley sites we support proposals for the ancient woodland remaining as ancient woodland and managed by Norfolk Wildlife Trust and the proposal to support NWT for a 20 year period. We also support and recognise the importance of the buffer area.

Access to the Langley South site, both during construction and after, must be maintained through Yarmouth Road and must be separated from Langley North and Pinebanks sites by anything except pedestrian and cycle traffic.

We do have concerns regarding increased traffic levels and impact upon local roads to the north since the changes to traffic patterns have not fully settled since modifications to the heartsease roundabout. We are aware that the Highway Authority are still monitoring this and at this stage have not submitted any objections.

We welcome the conversation on the Tower and Bunker but this needs to be backed up by a financial support package for the maintenance and for an agreed period similarly to the agreement for the woodland.

In line with NPPS paragraph 103, there is still a loss of sports use which is not adequately compensated by the current offering, and we would want to see increased provision. We support the Sports England report where they state in the final comment that the previous amount offered should be restored, however we do not necessarily support the original proposal for this to be linked to the high school, the school at the time was identified as a sports college.

We are disappointed that affordable housing has been removed from this scheme in its entirety and would like assurances that the viability study is both accredited and professional but would support the Planning Authority decision ultimately on this.

2024/1668 3a Lime Tree Ave Sub Division of the existing annexe into a separate dwelling (PB)

The Town Council, in its capacity as statutory consultee, raises no objections.

2024/0921 65 Beechwood Drive Roof alteration including roof extension, front and rear window dormer and new porch (PB)

The Town Council, in its capacity as statutory consultee, raises no objections.

2024/1781 177 Thunder Lane Change of use from house of multiple occupancy (C3/C4) to a care home (C2) (JF)

The Town Council, in its capacity as statutory consultee, raises no objections to the change of use but raise a concern over the potential level of parking impacting on the neighbourhood.

6. Delegated Power Planning Decisions for July – report attached.

The report was noted and accepted.

7. Resident report on overhanging hedge and parking – report attached.

The report was noted and Cllr Snelling added a comment regarding a historical decision around hedge cutting and the installation of the verge matting. The CEO confirmed that the Town Council would engage with Norfolk County Council as per proposal 2 and the Chair confirmed that parking on Yarmouth Road would be on the next Town Council agenda.

8. Enforcement Notices (Confidential Matters): Open and closed notices noted.

Future Agenda Items – None

Meeting closed at 9:11pm

Signed _____

Dated_____

THORPE ST ANDREW TOWN COUNCIL

THORPE ST ANDREW TOWN COUNCIL

FLEXIBLE WORKING AND TIME OFF IN LIEU (TOIL) POLICY

Adopted by the Town Council on: .....

0

FLEXIBLE WORKING

Introduction

Thorpe St Andrew Town Council supports the principle that employees should enjoy a work-life balance, which recognises the needs of the service whilst at the same time allowing for a degree of flexibility to accommodate other commitments.

It is a fundamental requirement of any flexible working scheme that the efficiency of the Council and levels of service provided are maintained. Employees are expected to co-operate with the need to ensure minimum staffing levels are maintained during the normal working day (including but not limited to the lunch period) to facilitate contact with the public and other customers.

Once a request is made, the employer has a duty to give the request serious consideration, but the employee does not have a unilateral right to alter their working pattern.

The Right To Request Flexible Working

Under the Employment Relations (Flexible Working) Act 2023 (Commencement) Regulations 2024, all employees have the right to request flexible working from day one.

Changes which relate to hours, times and place of work can be requested. Employers can refuse only where one of the following business reasons apply:

- the burden of additional costs
- detrimental effect on ability to meet customer demand
- inability to reorganise work among existing staff
- inability to recruit additional staff
- detrimental impact on quality
- detrimental impact on performance
- insufficiency of work during the periods the employee proposes to work
- planned structural changes

Employees may only make two requests each year. It is not possible to make a second application until the process to consider the first application has been concluded.

Unless otherwise agreed, any changes agreed with be permanent.

Making an application

All applications must be made in writing and be submitted to the employee's Line Manager. It should:

- state that it is a flexible working request
- explain the change being requested
- state the proposed start date when it should take effect
- state whether any previous flexible working requests have been made

Responsibility

The CEO is responsible for administering any requests for flexible working, in consultation with the appropriate Line Manager. The Line Manager will be responsible for administering and managing the efficient operation of the service in conjunction with their team.

Meeting to discuss the application

A request for flexible working may be granted without the need to have a meeting. If this is the case, a decision letter confirming the agreed changes, and the commencement date will be issued. The employee should sign and date a copy to confirm.

If a request cannot be immediately accepted, the Town Council can ask that a trial period is undertaken to determine whether the request can be accommodated before reaching a final decision.

A meeting may be required to discuss an application in more detail. The meeting should take place at a convenient time and place for the employee. The employee must give a reasonable explanation if they can't attend the meeting, otherwise the application will be treated as withdrawn.

Bringing someone to the meeting

An employee has the right to be accompanied at the meeting. Employees can bring a work colleague or trade union representative, or may be able to bring somebody else (e.g. a family member) if that helps them overcome a disability, or if they have difficulty understanding English. The employee must advise who their chosen companion is in good time prior to the meeting.

The companion may make representations and ask questions on the employee's behalf but cannot answer questions on their behalf. The employee may talk privately to their companion at any time during the meeting.

If the colleague or representative can't make the meeting, it should be rearranged to take place within 7 days of the original date. If the preferred companion is not available, the employee may be asked to choose someone else.

Withdrawing an application

If an employee decides to withdraw an application they should notify their Line Manager in writing as soon as possible. The application will be treated as withdrawn if the employee misses 2 meetings without good reason.

If the employee doesn't provide any extra information needed to make a decision, the application might be treated as withdrawn.

If the application is withdrawn, the employee cannot make another request for 12 months.

Decision and Appeal

The CEO must make a decision on the request within two months of the date of the application. The decision should be confirmed in writing to the employee, and if a refusal, must outline the reason/s why.

The employee can appeal against any decision, and should do so in writing to the Chair of the Finance & Staffing Committee.

Health & Safety

The Flexible Working Scheme will take account of The Working Time Regulations 1998, which sets out a maximum weekly working time of 48 hours including overtime, and rest breaks where the working day is longer than 6 hours.

In respect of employees aged 16 to 18, the regulations stipulate that there must be a minimum rest break of 30 minutes where the working day is longer than 4½ hours.

The legislation enables employers to be flexible in the organisation of working time, recognising that adjustments need to be made to reflect service needs. However, consideration will still need to be given to the general duty of care they owe to employees in addition to these regulations.

Managers/supervisors must also take account of health and safety factors when considering working arrangements that would involve an employee working alone at the beginning or end of a shift.

TIME OFF IN LIEU

Introduction

The Council recognises that it may be necessary for employees to undertake work outside of their normal working hours. Any agreement by employees to work additional hours is either contractual or on a voluntary basis.

The purpose of this policy is to ensure that managers and employees are aware of and understand the Council's time off in lieu (TOIL) arrangements so that they are applied consistently.

Scope:

This policy applies to all employees of the Council with the exception of casuals who work on an ad-hoc basis.

Definition:

TOIL is defined as "Time Off In Lieu", or time taken off work by employees in recompense for additional hours worked outside of their normal working hours.

TOIL Rates:

TOIL will be accrued at the following rates for time worked in addition to normal working hours:

- Monday to Friday – Time
- Saturday and Sunday – Time and a Half

Accruing TOIL:

TOIL accrued will be included on the monthly timesheet for each employee, as will TOIL taken. Each timesheet is authorised by the employee's Line Manager. Line Managers must agree any TOIL in advance.

The Council realises that it is unlikely that the CEO will be able to seek approval in advance for TOIL accrued, and therefore places trust in the CEO to ensure that where additional hours are worked and TOIL accrued it is done so in a way that meets the business needs of the Town Council as well as the work life balance of the CEO.

The CEO monthly timesheet should show all TOIL accrued/taken and be authorised by the Town Mayor.

When attending Town Council events or events where the employee is invited as an employee, it will be down to the employee's Line Manager or the CEO to assess whether TOIL shall be accrued, i.e. work must be undertaken rather than simple attendance.

Excessive levels of TOIL should not be accumulated (no more than 15 hours from one month to the next). However, in exceptional circumstances the CEO has the discretion to agree to more.

Any suspected abuse of TOIL may be treated as a disciplinary matter.

Using TOIL:

TOIL should be taken as soon as possible after accrual.

TOIL can only be taken if agreed, in advance, with the employee's Line Manager. Any requests will be considered in line with staffing levels and operational requirements. The CEO will be responsible for allocating the use of their own TOIL at times when it is deemed suitable.

In exceptional circumstances where due to service delivery needs TOIL cannot be accommodated the employee can request payment for the hours. This request should be made in writing to their Line Manager to be authorised by the Finance & Staffing Committee.

Working Time Regulations:

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where necessary for them to work additional hours, they are appropriately recompensed.

When agreeing the accrual of TOIL, the Line Manager must ensure that the employee's working hours adhere to the requirements of the Working Time Regulations.

Taking Time Off:

Where time off is required for medical or dental appointments it will be by agreement with immediate Line Managers. Where appointments cannot be made outside of normal working hours, employees must produce proof of the appointment to their Line Manager prior to attending the appointment if requested.

Where possible, appointments should be outside normal working hours.

In an emergency or when an appointment cannot be made outside of normal working hours, 'flexi time' must be taken, and any time lost must be made up so that the employee's normal weekly hours conform to their contractual commitment.

Update on Thorpe St. Andrew parkrun for Council Meeting 9th September

- Dan Goodwin is our new parkrun ambassador. He will help us through the process of setting up and getting funding. As well as volunteering for parkrun as an experienced event ambassador, he is the Communities Manager for South Norfolk and Broadland District Council.

- Dale Wiseman and Calix Eden are the Event Directors working with Dan Goodwin and three other core volunteers.

- We are in the process of finalising a suitable route and aim to have it ready to show you in the Council meeting in October.

- On Tuesday 17th September we will have a public meeting for potential volunteers. We are now ready to expand our team. The venue will be St David's Church at Thorpe End and the meeting will start at 7.30pm. All councillors are very welcome to attend in order to find out more or be part of the team.

- We aim to have a couple of trial events in the autumn with a volunteer team before starting for real in the New Year. Dates to be confirmed.

THORPE ST ANDREW TOWN COUNCIL

Full Town Council Meeting: 9th September 2024

Agenda Item: 12 Relocation of bench and dog bin at Sir George Morse Park

Reason for this report

A resident of Eastern Avenue has requested the relocation of a bench and dog bin currently situated on the park behind their back garden due to anti-social behaviour (Appendix 1.)

Figure 1. Fenceline of property on Eastern Avenue alongside bench and dog bin

The Operational Manager and Parks & Estates Manager considered the request and although sympathetic to the problems experienced, declined on the grounds that the removal of the bench and dog bin would be cost prohibitive and would not bring about the improvements sought. Residents were encouraged to report problems to the police so that a picture may be built of the anti-social behaviour being experienced, particularly as the park is now a designated PSPO site.

Furthermore, there are an additional two benches/bins along the same fence line where no problems have been reported, however the relocation of this furniture may then set a precedent to council, at the detriment to the wider community who regularly make use of these facilities on the park. If no dog bins are sited alongside Eastern Avenue or Davidson Road, the existing problem of dog fouling on the field is likely to be further escalated, and those residents are even more likely to have waste thrown into their gardens.

The resident appealed this officer decision, so it is being brought to members to make a final resolution. Approximate costings for the works are attached as Appendix 2.

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

ITEM 12. Appendix 1.

Thorpe St Andrew Town Council

From: [redacted]
Sent: 14 November 2023 08:54
To: Thorpe St Andrew Town Council
Subject: Hedge cutting Thorpe Rec, a little poo bin and a pretty seat....

Good morning,

[redacted]

We have also had issues with the poo bin and the seat.

The seat is the perfect place for smoking the happier variety of things you can smoke, and anti social behaviour. The anti social behaviour isn't often, but the smoking is a very regular thing by groups.

From the dog poo bin we regularly have poo bags thrown on or through the hedge and during the summer we can, if the wind is blowing, have an awful smell within meters of where we are sitting in our garden.

The grounds people are great and do empty it regularly but poo smells of poo and it is isn't something we are keen to continue having to smell. There are plenty of sections of the rec that do not have houses near.

It is hard to write this without sounding moany. But honestly you all do a great job and if these three things are something that could be considered we would appreciate it.

If the bench and pop bin were moved it would also mean that the hedge could be cut properly.

Have a great week.
Thanks again for all your great work for the town.
[redacted]

Thorpe St Andrew Town Council

From: Thorpe St Andrew Town Council
Sent: 15 November 2023 16:35
To: [redacted]
Subject: RE: Hedge cutting Thorpe Rec, a little poo bin and a pretty seat....

Good afternoon

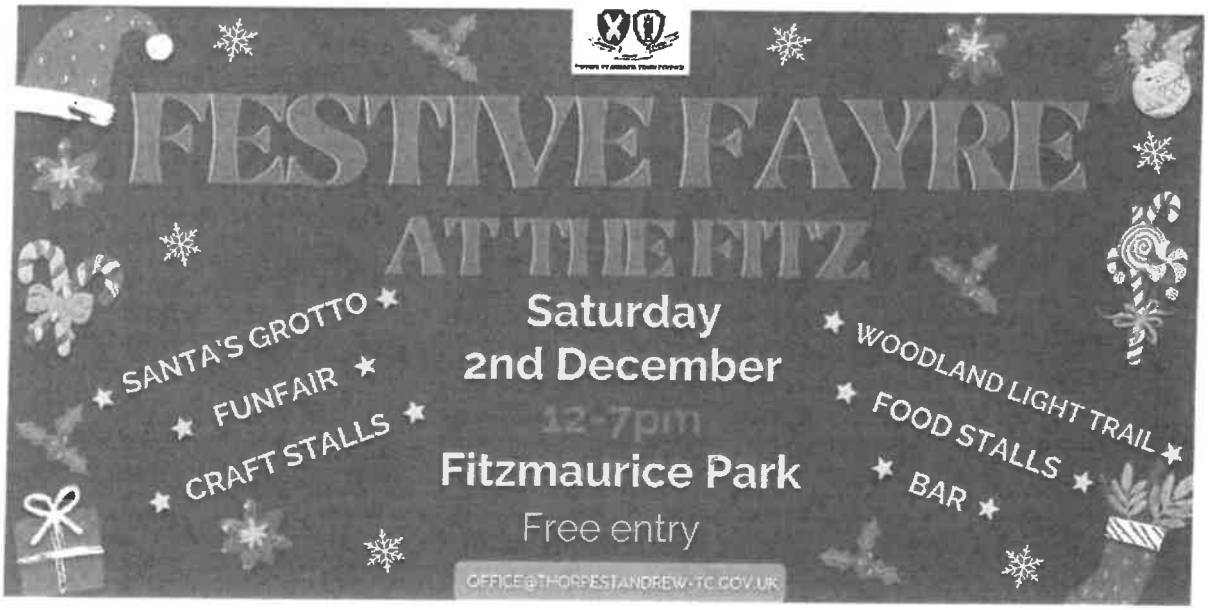
[redacted]

We take on board your comments in regards to the dog bin and the bench, but the bench is concreted in place so would be extremely difficult to re-site. We would always recommend that any anti-social behaviour taking place on the park out of hours is reported to the non-emergency police number or to the local team at SNTThorpeStAndrew@norfolk.police.uk so that they are aware and can add to their patrols as appropriate.

Thanks Debbie

[redacted]
Administration and Communications Officer
01603 701048
office@thorpestandrew-tc.gov.uk
www.thorpestandrew-tc.gov.uk

Please note my standard working hours are 9:00am-3:00pm Monday to Friday



As Councillors and council staff acting on your behalf it will be necessary to collect, use and share you or your family's personal information. When we use personal information for this purpose we are acting as a "data controller" and must give you a privacy notice. This can be found here https://bit.ly/33osw4J

From: [redacted]
Sent: Thursday, November 16, 2023 2:36 PM
To: Thorpe St Andrew Town Council <office@thorpestandrew-tc.gov.uk>
Subject: RE: Hedge cutting Thorpe Rec, a little poo bin and a pretty seat....

Good afternoon Debbie,

Thank you for your reply.

Could you let me know how we can address the matter regarding mo ING the seat and poo bin further? Whilst I appreciate your comments regarding concrete, this can be dug out. The poo bin moving and the move of the seat will stop both antisocial behaviours. I am sure you can appreciate that there is very very little that the police will do with regards to people smoking a joint and causing hassle on a part bench and throwing a poo bag on a hedge. Moving both these items to somewhere where there are no gardens behind solves both of these issues. It would also mean the hedge trimmer can cut the hedges properly.

[redacted]

Regards,
[redacted]

Thorpe St Andrew Town Council

From: Thorpe St Andrew Town Council
Sent: 17 November 2023 10:00
To: [redacted]
Subject: RE: Hedge cutting Thorpe Rec, a little poo bin and a pretty seat....

Hi Dawn

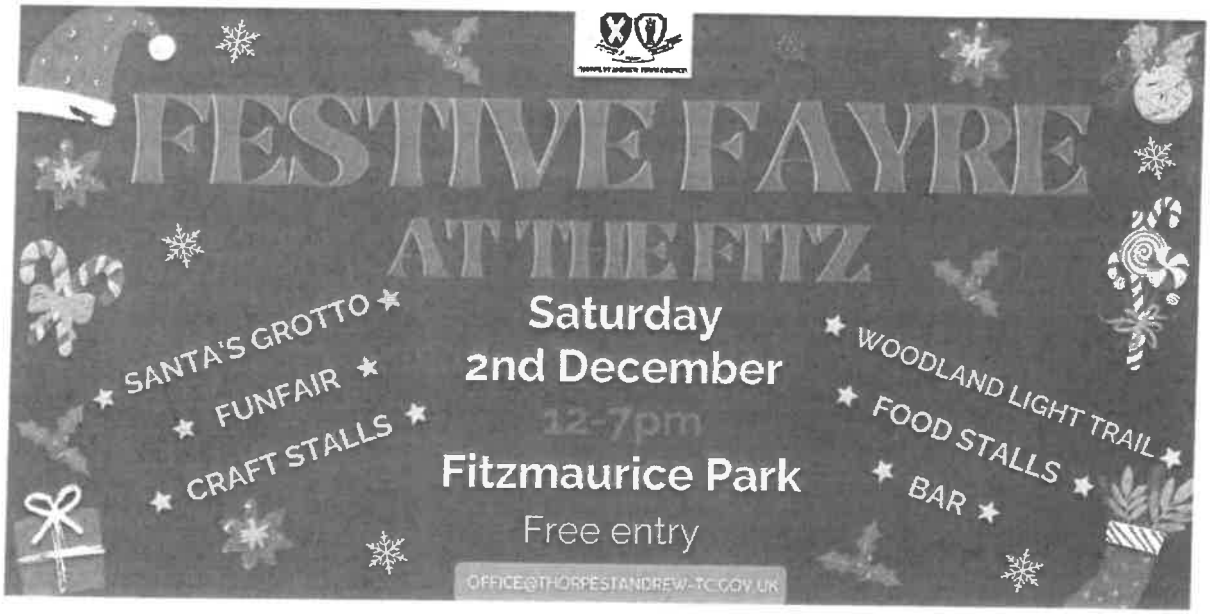
Thanks for your email. As Debbie quite rightly advised you earlier in the week, illegal drug use in a public space would be a matter for the police so that would need to be the first port of call. This would then build up a justification for moving the bench which has been in situ for a significant number of years with no previous complaint, as you'll understand there would be significant costs involved in digging out the bench and safely reinstalling it elsewhere. The dog bin would be similar and again isn't something we've had any historical complaints about from your other neighbours and people using the park.

Now that we are aware of your complaint we can undertake our own site checks to monitor the behaviour at different times of day, and if when any reports are received can cross check it with our CCTV to verify and hopefully identify the offenders. We do typically find that the youths on the park are 'fair weather', so you should find a natural improvement over the coming months.

Thanks Rachel

[redacted]

01603 701048
office@thorpestandrew-tc.gov.uk
www.thorpestandrew-tc.gov.uk



As Councillors and council staff acting on your behalf it will be necessary to collect, use and share you or your family's personal information. When we use personal information for this purpose we are acting as a "data controller" and must give you a privacy notice. This can be found here https://bit.ly/33osw4J

Thorpe St Andrew Town Council

From: [redacted]
Sent: 17 November 2023 12:08
To: Thorpe St Andrew Town Council
Subject: RE: Hedge cutting Thorpe Rec, a little poo bin and a pretty seat....

Thanks Rachel,

Both the bin and bench are along our garden and considerable distance from other neighbours, so would not affect anyone else. This has been happening for a number of years, but has got worse. Not just drugs, but loud music etc...

The bin, it is just people throwing it behind the bin, who knows why? Also the smell of faeces, which yea is a seasonal thing, is awful for us during summer when we want to be in our garden. This bin is used a lot, this issues hasn't been addressed in replies.

[redacted]

Best regards,
[redacted]

[redacted]

ITEM 12. Appendix 1.

Thorpe **St Andrew Town Council**

From: [redacted]
Sent: 17 August 2024 20:27
To: Thorpe St Andrew Town Council
Subject: RE: Hedge cutting Thorpe Rec, a little poo bin and a pretty seat....

Hi all,

property, [redacted]

Best regards,

[redacted]

pe

From: Thorpe St Andrew Town Council
Sent: 19 August 2024 15:31
To: [redacted]
Subject: RE: Hedge cutting Thorpe Rec, a little poo bin and a pretty seat....

Hi [redacted]

I regret that it is the officer team's opinion that re-siting the bench and dog bin will have no relevance to the anti-social behaviour that you are experiencing, and as such it isn't something that we will be able to consider due to the significant costs involved.

The park itself is covered by a Public Spaces Protection Order which came into force earlier this year. Unless matters are reported to the police (which can be done simply and efficiently online), a pattern of behaviour cannot be established for them to then undertake further action, so this is the necessary course of action for you to take.

Best wishes

Rachel

[redacted]r

01603 701048
office@thorpestandrew-tc.gov.uk
www.thorpestandrew-tc.gov.uk

From: [redacted]
Sent: Saturday, August 17, 2024 8:27 PM
To: Thorpe St Andrew Town Council <office@thorpestandrew-tc.gov.uk>
Subject: RE: Hedge cutting Thorpe Rec, a little poo bin and a pretty seat....

Hi all,

From:

Sent: Tuesday, August 20, 2024 6:29 AM
To: Thorpe St Andrew Town Council <office@thorpestandrew-tc.gov.uk>
Subject: RE: Hedge cutting Thorpe Rec, a little poo bin and a pretty seat....

Good morning Rachel,

Thank you for passing on the message from the 'Officer Team'.

However, there is a clear and consise correlation between where we get small black bags (near poo bin) and rubbish (near the seat) in our garden. These are in two very distinct areas of the garden.

This proves a clear and direct link to these two objects that are sited on your property and the two different sets of hazardous items that are being disposed of in our neighbouring property.

Whilst I appreciate your information with regards to Public Space Protection Order, I have already addressed this in my previous communication.

I would like to request a meeting directly with the Officer Team, or details of your escaltion/complaints procedure.

Once again thank you for your assistance.

ITEM 12. Appendix 2.

FINANCIAL COSTINGS (approximate)

BENCH

To dig out all the surrounding concrete and the concrete base.
To remove and relocate.
To lay a concrete base and surround to take the bench.

Labour
2 officers @ 8 hours each x £20.00 per hour £320.00
Materials
Postcrete @ £10.00 per bag x 6 bags £60.00

If the bench is damaged upon removal the total replacement cost would be £1130.00 (bench £750.00, materials £60.00, labour £320.00)

If desired, to remove existing concrete pad

Labour
2 officers @ 4 hours each x £20.00 per hour £160.00

DOG BIN

To remove and relocate

Labour
2 officers @ 1 hour each x £20.00 per hour £ 40.00

Materials
Postcrete @ £10.00 per bag x 2 bags £ 20.00

Total Cost £440.00

If new bench required £1570.00

If existing concrete pad is to be removed £600.00/£1,730.00